



**STUDENT HANDBOOK  
2023-2024**

## A message from the Director of Student Development

### Welcome to Messenger College!

I am so excited to walk alongside you as you enter a season of discerning, developing, and shaping your distinct call from the Lord in your life! Each person who enrolls at Messenger College is taking a step toward deepening their faith and solidifying their call to ministry and counseling.

Messenger College exists to serve as an institution dedicated to developing world changing, Pentecostal leaders for the 21st century. We practically apply this philosophy in all we do through establishing a community based on biblical standards with an emphasis on accountability and personal growth. We establish leaders through ministry training both inside and outside the classroom because we truly believe ministry should be lived out in everything we do.

At Messenger College, we seek to develop a community of Kingdom-minded, Jesus-focused men and women who are committed to demonstrating biblical qualities of honor, unity, peace, grace, and integrity in all we do (1 Timothy 4:12-16). Messenger College maintains certain standards, policies, and procedures, which are provided in this Student Handbook. Our standards reflect our affiliation and alignment with the doctrine and perspectives of the Pentecostal Church of God.

Please take time to read this Student Handbook. This information will be helpful to you in taking advantage of the opportunities available to maximize your college experience. Additionally, as a MC student, you are responsible for knowing and following the policies contained in this Handbook. These policies have been formulated to help the members of the College community uphold biblical principles of conduct, foster considerate community interaction, and develop discipline in daily Christian living.

I look forward to a great year!

Samuel Kinnin, Director of Student Development

Email: [skinnin@messengercollege.edu](mailto:skinnin@messengercollege.edu)

Phone: 817-554-5950 ext. 103

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## **President's Cabinet**

Dr. James Rayburn  
Dr. Candace Scalf  
Angela Heppner  
Samuel Kinnin, Advisor

## **Position**

President  
VP for Academic Affairs  
VP for Business  
Director of Student Development

## **Staff**

Dr. Steven Bontrager  
Meredith Ivey  
Michael West  
Carolyn Dowd  
  
Mary Thomason  
Dalarrie Sage  
Lynnea Martinez

## **Position**

Chair of Christian Ministry  
Chair of Counseling  
Chair of General and Online Education  
Director of Financial Aid  
Director of Records/Registrar  
Director of Library Services  
Residence Director  
Campus Pastor

## **Accreditation**

Messenger College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), an accrediting agency recognized by the United States Department of Education and approved by the Council for Higher Education Accreditation (CHEA).

From the TRACS website, [www.tracs.org](http://www.tracs.org): "TRACS is recognized by both the United States Department of Education, and the Council for Higher Education Accreditation, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering associate, baccalaureate, and graduate degrees.

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose, as defined in our Foundational Standards. TRACS encourages each affiliated institution to develop its own distinctive, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Messenger College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)], having been awarded Reaffirmation III of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 25, 2022. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Absences, Classes	Professor
Academic Mentoring	Academic Advisor
Academic Reports	Registrar's Office
Accidents	Student Development Office
Admissions Requirements	Admissions Office
Auto Registration	Student Development Office
Campus Ministries Requirements	Campus Pastor
Campus Safety and Security	Director of Student Development
Career Opportunities	Student Development Office
Change of Class Schedule/Courses	Registrar's Office
Chapel Attendance	Campus Pastor
Counseling	Chair of Counseling Program
Degree Requirements	Academic Advisor
Dropped from Class	Professor, Registrar's Office
Emergencies	Student Development Office
Employment	Student Development Office
Examinations	Professors
Facilities Use	Business & Student Development Office
Fees	Business Office
Financial Aid	Financial Aid Office
Fundraising Permit Application	Student Development Department
Grades	Registrar's Office
Graduation	Registrar's Office
Housing Concerns	Residence Life
Loans	Financial Aid Office
Maintenance Concerns	Maintenance Director
Practicums	Campus Pastor
Publications	Student Development Office
Reporting Crimes	Director of Student Development
Recruitment	Student Development Department
Residence Life	Residence Director
Scholarships	Financial Aid Office
Student Congress	Director of Student Development
Student Services	Student Development Department
Transcripts	Registrar's Office
Withdrawal from Class	Professor, Registrar's Office
Withdrawal from Messenger College	Registrar's Office

## Messenger College

### “Legacy”

Messenger College was founded in 1987. In November of 1983, the Pentecostal Church of God elected to merge two collegiate institutions into one college in Joplin, Missouri, the host city of its international headquarters. Southern Bible College (Houston, Texas) and Evangelical Christian College (Fresno, California), were consequently closed. The resources of both institutions were relocated to Joplin, Missouri. Subsequently, Messenger College was able to open in newly constructed facilities on wooded acres across from the international offices of the church denomination. The College officially opened its doors in September 1987.

In May of 2011, a terrible EF-5 tornado devastated the city of Joplin. Messenger College opened its campus as a distribution and volunteer housing center during that summer. In the aftermath of this event, Mercy Health Systems approached Messenger College with an offer to purchase its campus as the new site for their hospital, which was destroyed in the tornado. This offer made possible the relocation of the college to Euless, Texas, in the heart of the Dallas/Fort Worth metro area.

In August of 2018, Messenger College moved to the Pentecostal Church of God International Missions Center. This location at 2705 Brown Trail, Suite 401, Bedford, Texas, includes classrooms, library, and administrative offices. The student residence apartments are located in Euless, Texas.

Messenger College is a private institution and legal entity operating under statutes of the State of Texas. The college has approved to operate a teaching site location, located in Valencia, California by the Bureau for Private Postsecondary Education in the State of California.

Messenger College is the national collegiate institution of the Pentecostal Church of God in the United States for the education of its ministers, missionaries, teachers and other professionals to serve its constituency and others in the United States and abroad. In addition, the denomination’s outreach to developing countries include over 5,000 churches and outstations, over 100 Bible Institutions and training centers, and numerous assistance programs providing food, clothing and related human care outreaches.

**School Colors:** Blue and Red

### Messenger College Alma Mater by Mark Rector

*Hail to Messenger College and the red and blue. Holding forth the Word of Life in all we say and do.*

*Proclaiming Bible Truth in the Pentecostal Power. Hail our Alma Mater in its Finest Hour. Hail to*

*Messenger College and the red and blue. Faithfully we serve the Lord, Loyal and True.*

*Our memories will go with us, and loyal we’ll remain.*

*Hail our Alma Mater, we proudly proclaim. Hail our Alma Mater in Jesus name!*

## STATEMENT OF FAITH

As a Christian College operating under the auspices of the Pentecostal Church of God, Messenger College is firmly committed to the evangelical, Pentecostal position of its sponsoring denomination. Messenger College holds to the following truths:

We believe that it is the express purpose of God, our Heavenly Father, to call out of the world a people who shall constitute the Body, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone.

We further believe that members of the Body, the Church, are enjoined to assemble themselves together for worship, fellowship and instruction in the Word of God, the work of its ministry, and for the exercise of those spiritual gifts and offices provided for in the New Testament; and according to God's Word, the early Christians came together in such fellowship as a representative Body of blood-washed and Spirit-filled believers, who cooperated with, and sent out, evangelists and missionaries and, under the leadership of the Holy Spirit, set over the churches, apostles, prophets, evangelists, pastors, teachers, deacons and helpers.

Therefore, we recognize ourselves as a cooperative Fellowship of Christians, endeavoring to keep the unity of the Spirit in the bond of peace, till we all come in the unity of the faith and the knowledge of the Son of God, unto a perfect man unto the measure of the stature of the fullness of Christ (Ephesians 4:3-13).

As a covenant community comprised of followers of Jesus Christ devoted to the Word of God, the Pentecostal Church of God adheres to the following essential values as foundational doctrines and those things which we hold as absolute beliefs (Luke 1:1); seeking always the global advancement of the Kingdom of God (Acts 1:8); endeavoring to be connected and serve with a Christ-honoring approach that there be no divisive disturbance of the peace and harmony within the Body of Christ (Mark 10:45, 1 Corinthians 1:10) in order that we will be a relevant voice to reach the unreached peoples of our generation and send the reached into the harvest (Acts 13:36).

**1. The Scriptures:** The Scriptures of the Old and New Testaments are the inspired Word of God (2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

**2. The Godhead:** We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and invisible, and Preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three persons of one individual essence, who are co-equal, coexistent and co-eternal; namely, the Father, the Son and the Holy Ghost (Matthew 3:16, 17; 28:18, 19; 2 Corinthians 13:14; John 1:1, 2, 18; 10:33; 14:26; 15:26; Philippians 2:6; Hebrews 9:14).

The Son is the eternally begotten of the Father and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return again to establish His Kingdom of righteousness and justice. The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment (John 16:8).

**3. Man, His Fall and Redemption:** Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God." (Romans 3:23). "As it is written, there is none righteous, no, not one." (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, and gave His life and shed His blood to redeem and restore man to God (1 John 3:8).

**4. Salvation:** Salvation is made possible through the meritorious work of Jesus Christ on the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7). Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8). Man is a free moral agent and can at any time after the new birth experience turn away from God and die in a state of sin, with the consequences of hell to look forward to.

**5. The Church:** The true Church, built upon the Foundation of Jesus Christ (1 Corinthians 3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians 12:27); Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians 5:27; Revelation 21:27). To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27, 28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12). This universal, invisible, sanctified Church is the chaste virgin Bride of Christ (2 Corinthians 1:1, 2; Ephesians 5:26, 27; Revelation 21:9, 27). It is this Bride for whom Jesus Christ will return, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

**6. The Ministry:** God, through the Holy Spirit, definitely calls such as He desires to serve as apostles, prophets, evangelists, pastors and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians 4:11, 12). Under no circumstances should anyone be ordained or set apart to any such office unless the calling is distinct and evident.

**7. Water Baptism:** Baptism in water is by immersion, a direct commandment of our Lord (Matthew 28:19) and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39). The following recommendation regarding the water baptism formula is adopted, "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen."

**8. The Baptism of the Holy Ghost:** The Baptism of the Holy Ghost and fire (Matthew 3:11), is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:38, 39; 10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

**9. Sanctification:** The Bible teaches that without holiness no man can see the Lord (Hebrews 12:14). We believe in the doctrine of sanctification as a definite, yet progressive, work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).



**10. The Lord's Supper:** The ordinance of the Lord's Supper is a commandment of our Savior; and being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26). Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

**11. Foot Washing:** Foot washing is recognized among many believers as a Christian practice, and the time, manner and frequency of its observance is left to the discretion of each local congregation (John 13).

**12. Divine Healing:** Healing is for the physical ills of the human body and is wrought by the power of God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15). It is provided for in the atonement of Christ and is available to all who truly believe.

**13. Resurrection of the Just:** The Bible promises, "This same Jesus...shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16, 17). Following the tribulation, He shall return to earth as King of kings and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelation 20:6).

**14. Setting a Time for the Lord's Return:** It is unwise to teach that the Lord will come at some specified time, thereby setting a date for His appearing. It is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

**15. The Coming of the Lord:** We believe the Bible presents the coming of Christ as personal, imminent, pre-tribulational and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension, and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the "blessed hope" of the church. Furthermore, we recommend that should any of our preachers hold to the mid- or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue, their standing in the fellowship will be seriously affected.

**16. Hell and Eternal Retribution:** The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire, and therefore has no further opportunity of hearing the gospel or for repentance (Hebrews 9:27). The Lake of Fire is literal (Revelation 19:20). The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

**17. Tithes:** We recognize the scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11; 16:2).



## Student Development Department | Overview

### **Our Mission:**

The Student Development Department fosters experiential and person development opportunities that engage and empower students in becoming life-long learners and world-changing leaders for the 21<sup>st</sup> Century.

### **Campus Ministries:**

Your Messenger College experience would not be complete without Campus Ministries. Chapel provides a chance for the MC family to gather and experience Christ and His present work in the lives of all humanity around the globe. Through chapel, students are encouraged to see past themselves to the greater story that God is writing. It's an environment deliberately set aside to complement the classroom and residence hall experiences in awakening, equipping, and connecting learner-leaders, who are seeking to make visible the redeeming work of Christ.

### **Residence Life:**

The purpose of the Office of Residence Life is to provide a quality on-campus living experience that fosters a diverse community, academic growth, and the holistic development of students. MC offers apartment-style living for residential students in the Commons at Vienna Terrace. This gated complex is equipped with a full kitchen in each apartment, and residence life programming ensures students are prepared for proper meal preparation. Our Residence Directors and Residence Assistants live on-site in the facility and are commissioned to serve as a resource to make the Commons feel like home.

### **Student Congress:**

Student Congress exists to represent each and every student. We accomplish this by working with the administration of Messenger College to bring about positive change on campus. From proposing policies to the school's administration to funding and administrating student activities, SC serves as the bridge between the students and administration.

## 5 Pillars of Student Development

### *Spiritual Formation*

**Students attend chapel services with dynamic speakers. Our staff connects with students one-on-one to provide mentorship and friendship.**

### *Servant Leadership*

**Students learn and apply leadership principles of serving others in their everyday life.**

### *Diversity and Inclusion*

**We promote involvement and empowerment, where the inherent worth and dignity of all people are recognized.**

### *Community*

**We create a place, a group, a comradeship of those who follow learning as their guide and who welcome others in the same pursuit; a feeling of fellowship with others.**

### *Personal Wholeness*

**Our department focuses on developing a sense of balance in a student's life.**

# Directory of Student Development

**Samuel Kinnin, Director of Student Development** is responsible for all services, programs, compliance reporting, and translating Messenger College's overall philosophy and objectives into practical and meaningful programs and vision. Contact info: [skinnin@messengercollege.edu](mailto:skinnin@messengercollege.edu).

**Lynnea Martinez, Campus Pastor**, assists and plans the chapel and spiritual formation programs for the Campus Ministries program. The Campus Pastor has primary responsibility for the spiritual growth and ministry oversight of Messenger College's Campus Ministries program under the supervision of the Director of Student Development. Contact info: [lmartinez@messengercollege.edu](mailto:lmartinez@messengercollege.edu)

**Dalarrie Sage, Residence Director**. The Residence Director is a key professional staff member and is expected to uphold and communicate Messenger College's overall philosophy and community standards to all students living in the college's housing facilities. The RD facilitates and oversees all residence halls programming for holistic student development and bridge the gap between the classroom and daily living. The RD is responsible to ensuring the safety standards and a quality living experience for all students and staff living at the housing facilities. Contact info: [dsage@messengercollege.edu](mailto:dsage@messengercollege.edu)

**MC Resident Assistants (RAs)** are student leaders who assist the RD. The RA serves as a resource person for students; strives to create a positive atmosphere that enhances community building; facilitates peer communication, conflict resolution and accountability; assists in the educational programming and social planning on the residence.

- Jodi Robbins, Junior
- Kevin King, Freshman

**Student Congress Representatives:** Student Congress is a group of student leaders committed to making Messenger College a better place, giving a voice to the visions and concerns of the entire student body. This group of students works to promote Christian fellowship and cooperation among the students and faculty. It encourages religious activity, fosters school pride, promotes school spirit, and builds school loyalty. Students may make recommendations to the President's Cabinet through Student Congress regarding matters of student concern.

- Eva Markham, Junior                      Student Body President
- Ashley Hubbard, Freshman              Student Body Vice President





# Campus Services

## Student Development Department | Overview

**Academic Catalog:** Students are provided an updated Academic Catalog each year to inform students of their academic responsibilities, student rights, and policies of Messenger College. Students are encouraged to review this catalog each year and throughout the school year to ensure deadlines are met and academic responsibilities are upheld. Students can find a copy of this catalog on the Messenger College webpage at <https://www.messengercollege.edu/academic-catalog>

**Academic Support:** The Library is available to students who desire academic assistance, on duty staff is there for assistance. Students can reach out to the Academic Affairs department for further assistance. The Academic Affairs department provides study sessions throughout the semester.

**Academic Grievance:** The process for resolution of a student grievance regarding academic personnel and policy matters (non-student life) is for the student to communicate the grievance in writing to the Vice President of Academic Affairs. The student may be asked to meet with the Vice President for clarification of issues. Upon review of the grievance, the Vice President will then determine if it is necessary to bring the grievance to the Academic Affairs Committee. If a resolution is not determined, or if the student chooses to appeal the decision of the Academic Affairs Committee, the grievance will be submitted to the President's Cabinet for a final decision. The student will receive a response in writing from the Vice President, with a copy going to the President.

**Accommodations for Disabilities:** Messenger College has an obligation to make reasonable accommodations in policies, practices, or procedures when necessary to prevent discrimination on the basis of disability unless making the accommodations would fundamentally alter the nature of the service, program, or activity, or would result in undue financial and administrative burdens. It is the policy of Messenger College not to discriminate on the basis of disability in its academic programs, admissions policies, employment opportunities, financial aid, or other school administered programs, which includes making reasonable accommodations for those with disabilities.

Persons with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In compliance with the Americans with Disabilities Act of 1990, an individual with a disability is defined as a person who “has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment.” Reasonable accommodations are mandated by these laws. Students, faculty, or staff members who may need accommodations or services due to a disability or medical condition should contact the appropriate office (Student Development Office for students or Business Office for faculty/staff). Students with documented disabilities should schedule an appointment with the Director of Student Development to discuss their goals, how their disability affects them in a college setting, the accommodations they have used in the past, and to request accommodations.

The Director of Student Development shall coordinate with the Academic Office to ensure the student has reasonable accommodations in the classroom. When a request for accommodation has been granted, a letter will be sent from the VPAA, and the accommodations will be in effect until the end of the semester. At the end of that time, the accommodations will be reviewed by the AAC and adjusted if needed. If the student has any concerns about the disability and/or the effectiveness of the accommodations, they may submit a request for a review to the ADA coordinator. Requests for accommodations for persons with disabilities will be handled on an individual basis. Students should complete the Disability Accommodation Request Form and submit it to the appropriate office. For more information please visit: <https://www.messengercollege.edu/consumerinformation>

### **Accreditation Commission Complaint Policy:**

How to File a Complaint against an Institution Accredited by TRACS

1. An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints, at which time TRACS will direct the individual to the TRACS website ([www.tracs.org](http://www.tracs.org)) with instructions to download the packet containing the Policies and Procedures for Complaints against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS’ response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.
2. A formal complaint is one that is: a. Submitted in writing using the TRACS Complaint Processing Form (including answering fully all the questions and attaching all required supporting documentation), b. Signed, and c. Sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.

3. Two hard copies of the fully completed TRACS Complaint Processing Form and all supporting documents are to be sent to: President, Transnational Association of Christian Colleges and Schools, 15935 Forest Rd., Forest VA 24551. (Not electronically nor through facsimile transmission).
4. <http://www.tracs.org/documents/2.ComplaintPolicyandProcedures.pdf>
5. <http://tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf>

**Campus Facilities [Access and Safety]:** Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. Members of faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department. Students can obtain information regarding the facilities, safety procedures, and emergency personnel contact information from the Emergency Action Plan on the Consumer Information page, located at <https://www.messengercollege.edu/consumerinformation>

During business hours, the College's academic and administrative building (excluding residential housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours or periods of extended closing, access to all College facilities is restricted to authorized individuals. Security Cameras are located at the entrance of Messenger College with 24 hours per day surveillance.

The On- Campus Residential Housing facilities entrance is locked 24 hours per day. Security cameras are located at each entrance of the residential housing with 24 hours per day surveillance. It is a violation of Community Life standards to prop open any exterior or interior door(s) or to release the gate code to non-residential housing students.

The Messenger College campus facilities are maintained in a manner to reduce hazardous and unsafe conditions. MC provides 24 hours per day maintenance worker and on-call staff member that responds to and reports any safety and security concerns to the Student Development department. Anyone recognizing unsafe physical conditions or issues should report them to the Student Development Department.

**Campus Ministries Program:** The Campus Ministries Office is available to assist students with spiritual growth and development and provide spiritual guidance. Our Chapel programs and spiritual activities are coordinated by the Campus Pastor of which seeks to assist students in becoming involved in ministry. The Campus Pastor provides students with opportunities to put classroom theories into action through practical training through church and community involvement.

**Campus Safety & Crisis Management Team:** This team is responsible for evaluating and providing a safe campus environment. This team will develop, revise, and maintain a common framework for dealing with emergency and crisis situations while educating the MC Community with crime and safety prevention.

During Welcome Weekend, students are informed of services offered by the Messenger College Office of Student Development. Presentations outline ways to maintain personal safety and student housing security. Students are informed about procedures for reporting crime on

campus. A common theme of the program is to encourage students to be aware of their responsibility for their own security and the security of others.

In addition to programs, information is disseminated to students and employees through articles on the news feed of campus management software, Populi. When time is of the essence, information is released to the College community through Timely Warning emails sent over the College's electronic mail system.

**Class Cancellation Notification:** When class may be cancelled due to severe weather, students will be notified via email and emergency text message through Populi. All students are required to update contact information each semester to ensure proper communication is established from administration.

**Complaint Resolution (Non-Academic):** The process for resolution of a student complaint regarding student life and residence issues (non-academic) is for the student to communicate with his/her residence director, as applicable. If the matter is not resolved satisfactorily within a reasonable period of time, then the student should submit their concerns in writing to the Director of Student Development. The student may be asked to meet for clarification of issues, and will receive a response in writing from the Director of Student Development with a copy going to the President's Cabinet. Appeals relative to student disciplinary issues are handled in accordance with the Community Accountability Program process detailed in the "Appeal of a Community Accountability Decision" section of the Student Handbook. (See Texas Student Complaint Policy)

**Computer Labs:** Computers are available for student use in the MC Library. Messenger College has a free printing option for students. Students are able to print right from their laptops via Wifi or USB to MC Learning Center and library printers.

**Crime Prevention Programs:** Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

- Safety and Security Orientation as part of Welcome Weekend;
- Security Access Control protocols including informing students of their responsibility for entering and exiting the building so as to protect the safety of others;
- Issuance of Timely Warnings to inform students of any criminal issues in order to prevent future incidents.
- Campus Security Cameras 24 hours for all facilities.
- Updates Emergency Action Plan yearly.
- Student Congress provides forums to discuss crime and safety each year.

**Drug and Alcohol Abuse Prevention Program:** Messenger College complies with the Drug-Free Schools and Campuses Regulations, by annually distributing to students and employees written documentation regarding the availability of a Drug and Alcohol Awareness Program can be retrieved at: <http://www.messengercollege.edu/drug-and-alcohol-abuse-prevention>

In addition, the office of Student Development provides related information during Welcome Weekend, student registration and other health awareness programs throughout the year.



- **Possession, Use or Sales of Alcoholic Beverages:** All students, faculty, and staff, while on or off College property, are expected to refrain from the possession, sale or use of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. “Use” includes consumption by any means. Students are considered “in possession” and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle. Consistent with Texas law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors.
  - It is unlawful to sell furnish, or provide alcohol to anyone under 21 years of age. The possession of alcohol, including possession by consumption, by anyone under 21 years of age is illegal. Individuals violating these polices may be subject to sanctions by Messenger College, criminal prosecution, fine and imprisonment.
- **Illegal Drug Possession:** The Messenger College community including employees, resident students, commuter students, and graduate/professional studies students, while on or off College property, is expected to refrain from the manufacture, possession, use or distribution of illegal drugs. Purchasing, attempting to purchase, or facilitating the purchase of illegal substances is likewise prohibited. Students are considered “in possession” and responsible for illegal substances found on their person or in their residence or vehicle. Possession of drug paraphernalia is prohibited. If an illegal substance is suspected, the College policy is to call Euless Police and secure the area until their arrival. Individuals violating these polices may be subject to sanctions by Messenger College, criminal prosecution, fine and imprisonment.
- **Available Help:** Messenger College recognizes the college community is not immune to the societal problem of substance abuse. Confidential referrals for counseling, treatment, or rehabilitation are available from the office of Student Development for students and employees who voluntarily seek such assistance.
  - **Compassion Counseling (Arlington, TX): (817) 723-1210**
  - **Mission Arlington Counseling Services (Arlington, TX): 817-704-6144**

**Email Communications:** The MC e-mail system is to be the principal means of communication between faculty, staff, administration and students. Types of communication may include assignments, registration materials, announcements, etc. It is the responsibility of the student to check his/her Messenger College e-mail account daily, and students will be held accountable for any and all official communication of administrative policies, faculty instructions and campus information sent via the MC e-mail system. Students are expected to communicate in a professional manner towards their peers, professors, and administration. This includes correct grammar, professional titles and headings with professional verbiage. Mass e-mail distributions should be utilized only for critical information.

**Emergency Action Plan:** Each year the Student Development department provides the MC Community with safeguards and instructions of what to do in an emergency or dangerous situation. Students and staff are expected to review the Emergency Action Plan for their own safety and protection. It is emailed to the entire MC Community each year. It can be found on the college’s webpage.

Messenger College strives to maintain a safe and secure environment for its students, faculty, staff, and the general public who use its facilities. Any building-specific regulations, established by units responsible for those buildings, must be consistent with the regulations established by the Student Development Department. Members of the faculty, staff, and student body should report all crimes, hazards, emergencies, or dangerous situations to the Student Development Department.

**Enrollment Services:** Located in the MC Learning Center. If you need to add or drop a course, submit graduation requirement materials, request transcripts or have questions about registration, the staff is here to help you.

**Federal Work Study:** The Federal Work Study (FWS) program provides an opportunity to earn money for educational expenses. The FWS awards are based on the student's need, the availability of resources, and the amount of aid the student receives from other programs. FWS applications are available in the Financial Aid Office.

**FERPA:** Messenger College has a firm commitment to protecting the privacy rights of its students. In making this commitment, the College wants to ensure that all faculty and staff are familiar with state and federal laws pertaining to student privacy, as well as College policies and procedures that have been implemented to help guarantee student privacy. For more information please visit:  
<http://www.messengercollege.edu/ferpa>

**Financial Aid:** The Financial Aid office should be contacted when a student is interested in applying for grants, scholarships, loans, or employment through the College Work Study Program or questions regarding their financial status. The purpose of this office is to help students obtain financial assistance from institutional, private, and government sources.

**Food Services:** MC does not provide regular food service for students. However, each apartment is outfitted with a full kitchen for food preparation. There is also a lounge in the Learning Center where students may enjoy meals together. Periodically, the office of Student Development will provide programming in the area of Meal Planning and Preparation.

**Graduation:** Candidates for graduation are required to file a petition for graduation in the Office of Enrollment Services two semesters prior to their anticipated graduation date. A minimum cumulative GPA of 2.0 is required to be awarded any degree at Messenger College.

Students may graduate under the degree program requirements of the catalog in force during the session in which first enrolled, or the student may choose to follow the requirements of the current catalog. The student is responsible for satisfying all degree requirements according to the catalog chosen.

**Health Forms (Admission Requirements):** All entering students at Messenger College are required to show proof of vaccination/immunizations during the five- year period prior to enrolling. Students attending in the TX Residential Program must get the Meningococcal vaccination at least 10 days before the semester begins and the Tuberculin (TB) Skin Test within the last year. A licensed physician must sign this form along with a copy of your immunization history. This Health Form is for use by the

Messenger College Administration. The contents of this record are kept confidential and will not be released without your written consent. Please complete this form in its entirety.

**Health Services:** Messenger College does not have an on-site health services department. Students can receive a list of local resources from the Director of Student Development to obtain services on their own.

**Insurance:** Messenger College encourages all students to have proper insurance in case of emergencies. Messenger College does not provide insurance of any kind. Messenger College is not liable for accidents or injuries occurring anywhere on the College campus or off-campus school sponsored event.

- **Personal Property Liability** – Personal property is not covered by Messenger College insurance. As a resident student, it is highly recommended that you purchase renter’s insurance and must obtain vehicle insurance.
- **Medical/Hospitalization** – All students are strongly encouraged to have medical insurance coverage.

**Job Opportunities:** Local job opportunities for students are often posted on the News Feed of Populi and communicated through email by staff members.

**Laundry Facilities:** Coin Free Laundry Units are provided for the use of students living in the MC Commons. Students should remove clothes from the units as soon as they are finished. Any clothing or laundry supplies remaining in the facility overnight is subject to removal by residence life staff and fines will occur. *Students living in Residential Housing will be charged a \$30 Laundry fee each semester.*

**Library:** The Messenger College library is a learning resource center. It contains a computer lab where resources are available such as EBSCO ATLA and Philosophy and Religion databases.

*Book & Resource Checkout:* Library books are checked out for a two-week period. Faculty may place selected materials on reserve to be used as a part of course requirements.

*Copier/Printer Services:* The library is equipped with copiers and printers for students’ use.

*Hours and Operation:* The library hours are Monday – Friday 9:00 am – 5:00 pm. Special hours will be communicated by the Academics department for additional times and services.

*Overdue Fines:* Fines are assessed for materials returned late. A book can be renewed one time for a week in order to prevent late fees. Maximum fines will be assessed for materials that have been lost or unreturned to the library and will be equal to the replacement cost of the material along with a \$5.00 processing fee.

*Virtual Library Services:* The MC VIRTUAL LIBRARY is located at <https://messenger.harringtonlc.org/>. This site is a direct link to the Messenger College Library Catalog, databases and e-books. Messenger College is a member of the Harrington Library Consortium. You may also search the libraries of other HLC members. See below for user tutorials.

**Maintenance Requests:** Students should file Maintenance Request forms as soon as there is an issue or problem within their residence. Students can utilize the MC Maintenance form provided via email or in the Populi system. *All maintenance emergencies please contact the Maintenance Director immediately.*

**Missing Person Policy:** Every Messenger College employee and student have a duty to report a person believed to be missing to the Messenger College Office of Student Development at 817-554- 5950 Ext. 103. The Office of Student Development immediately investigates any report of an individual missing from campus.

It is the policy of Messenger College to provide each student residing in student housing facilities the option of identifying an individual to be contacted by the College in the event that the student is determined to be missing for a period of more than 24 hours. The students will provide this information during the registration process or throughout the semester on the campus management software, Populi. The student will be advised that his or her “missing student” contact information will be registered confidentially, will be accessible only to authorized College officials, and may not be disclosed except to those officials and enforcement personnel engaged in a missing person investigation.

After investigating a missing person report, should MC Student Development determine that the student has been missing for 24 hours, MC will notify EPD and the student’s “missing student” contact no later than 24 hours after the student is determined to be missing. Students under the age of 18, who are not emancipated individuals, shall be advised that the College is required to notify the student’s custodial parent or legal guardian within 24 hours after the Messenger College Office of Student Development or another law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any contact person designated by the student.

**Monitoring Criminal Activity Off-Campus:** When a Messenger College student is involved in any off-campus criminal activity; MC Office of Student Development staff members may assist with the investigation in cooperation with local, state, or federal law enforcement.

The Messenger College Office of Student Development maintains a working relationship with the Euless and Bedford Police Department, whose officers work and communicate with MC Student Development staff members on serious incidents occurring on campus or in the immediate neighborhood. Messenger College does not operate any non-campus housing or non-campus student organization facilities.

**Parking Permits:** All students who park motor vehicles anywhere within the controlled areas (MC Learning Center and residence housing) must register autos, trucks, trailers, and motorcycles in the Student Development office. Students who wish to bring their vehicles to Messenger College must apply and register their vehicle as soon as possible. Please contact Student Development to obtain an application. Parking permits/passes are \$30.00. Parking spots are available at a first come basis.

- No parking permit will be issued unless the Automobile Information Card is completely filled out, including the automobile tag number. Giving a false automobile tag number purposely will result in a fine and is subject to further discipline [Fine, \$25.00]

- Parking permits will not be considered valid unless they are properly displayed on the vehicle according to the instructions provided by Campus Security. Only the valid permit will be allowed on the vehicle, all others must be removed.
- Upon receiving and properly displaying a valid parking permit as required by these regulations, the permit holder will be allowed to park on campus in designated areas. All vehicles must be parked in marked parking areas. Students are not allowed to park in parking reserved for the handicapped, staff, faculty, administration, or visitor parking [Fine, \$25.00].
- All motor vehicles or trailers parked on campus after the first week of school without properly displayed valid parking permits will be cited and fined. Inoperable vehicles must vacate all MC property after 30 days. MC will tow inoperable vehicle at owner's expense. [Fine, \$100.00]
- Any student who brings a borrowed vehicle on campus must immediately obtain a temporary permit for the length of time that said vehicle would be parking on campus. Temporary permits will be issued for no more than seven (7) days. One 7-day extension may be issued if the need still exists. After that, a regular permit must be obtained. There is no charge for a temporary permit.
- The students with a parking pass authorize Messenger College to conduct a search of their vehicle to determine compliance with the college's regulations and policies, which includes but is not limited to the Student Handbook, or federal, state or local law where there is reasonable cause to believe a violation has occurred or is taking place. (See the Room Search policy for more information.)

**Pastoral and Professional Counselors Reporting Policy:** In accordance with federal law U.S.C. Section 1092 (f), campus "Pastoral Counselors" and campus "Professional Counselors," who are functioning only within the scope of their responsibilities as counselors (per the definitions below), are not considered to be campus security authorities and, therefore, are not required to report crimes for inclusion in the annual disclosure of campus crime statistics, unless required by state law. It should be noted if a Pastoral Counselor or Professional Counselor qualifies as a CSA under some other standard they are not exempt and are required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures and requirement to report crimes for inclusion in the annual campus crime statistics.

The rulemaking committee defines counselors as:

*Pastoral Counselor:* An employee of an institution, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor

*Professional Counselor:* An employee or contracted counselor of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

**Payment Plan:** Fifty percent of all charges shall be paid by the first day of classes, and no later than Friday of the first week of the semester. The remaining amount shall be paid in equal payments, by the

end of the semester. Financial Aid awards shall be considered in fulfilling payment requirements. Payments to the Business Office may be made by personal checks, money orders in U.S. funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment. A \$20 fee will be charged for all returned checks.

Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties. Advance payment should be mailed at least one week prior to the first day of the semester. Until all accounts are cleared with the Business Office, a financial lock will be placed on the student's account.

**Populi:** Populi is the campus management system of Messenger College. All information regarding enrollment and student accounts may be accessed through login. It is important that you check this daily.

**Postal Services:** Each student is assigned a locked mailbox at the MC Commons and should be checked daily. Correspondence may be sent to students at the following address:

Student's Name  
Messenger College  
2701 Brown Trail. Ste 408.  
Bedford, TX 76021

Student's Name  
150 South Main Street.– Apartment Number  
Eules, TX 76040

**Safety, Security, and Fire Report:** Messenger College (MC) provides this Annual Security (ASR) & Fire Safety Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and our commitment to assisting all members of the community in providing information for their own safety and security.

The ASR contains information about:

- Campus security and personal safety including topics such as: crime prevention, public safety authority, crime reporting policies, campus facility security and access, law enforcement authority, fire safety, disciplinary procedures, incidence of alcohol and drug use, and the prevention of/response to sexual assault, sexual harassment, domestic or dating violence, and stalking.
- Fire statistics in our residential facilities; and Crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus.

The Student Development Department of Messenger College is directly involved in developing and reviewing the Annual Security and Fire Safety Report. It is the policy of Messenger College that the

Director of Student Development or designee shall distribute by electronic mail, to all enrolled students, faculty and staff, the appropriate hyperlink to the Annual Security and Fire Safety Report.

The ASR and Fire Safety Report is updated and made available by October 1 each year at [www.messengercollege.edu/consumerinformation](http://www.messengercollege.edu/consumerinformation) and a hard copy is available upon request by calling 817.554.5950, e-mail at [info@messengercollege.edu](mailto:info@messengercollege.edu). Copies are stored in the Student Development office. A notice of availability is distributed to current students and employees via College email list serves.

Preparation of the Annual Disclosure of Campus Crime Statistics: To comply with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, the Director of Student Development, serves as the Campus Security Authority and is responsible for the preparation of the Annual Security Report (consisting of campus security policy disclosures and campus crime statistics for the previous three calendar years) and its submission by October 1 to the U.S. Department of Education.

Messenger College is committed to operating with integrity and honor in full compliance with all applicable federal and state laws and regulations, as well as College policies. Messenger College works closely with the Euless and Bedford Police Departments.

**Scholarships:** Students must fill out an application to be eligible for a Messenger College scholarship. The Scholarship Committee will review applications, and students will be notified of any awards. All Messenger College scholarships are subject to availability of funds. Scholarships can be withdrawn if student does not maintain eligibility stipulations. More information and an application can be found in the Office of Enrollment Services. Applications due October 1st for Spring semesters and March 1st for fall semesters.

**Security Access Cards:** Students are given a proxy card at the beginning of each semester to provide access to the MC Learning Center of the 4th floor and Library, 1st floor, Monday –Friday from 8:00am-5:00pm. Students are required to treat this card as valuable as a debit or credit card. Students must report card lost or stolen within 24 hours to the Student Development Office. Failure to do so will result in a \$25.00 fine per day of lost card; a \$25.00 additional fee for a replacement card. Students must return the Security Access Card at the end of the semester. Failure to return the card will result in a \$250.00 fine.

**Security Cameras:** Messenger College wants to ensure the safety of staff and students. The MC Learning center has security cameras on the 4th, 5th, and Library floor. Cameras are located at the entrances of the 4th and 5th floor and inside the Library and student study areas. Students and visitors are given proper visual acknowledgement of cameras upon entering the MC Learning Center. The MC Commons, student residence, has installed security cameras for each entrance of student housing and each side of the apartment building to ensure safety of students and visual of all vehicles.

**Student Identification Cards:** During first-year orientation, each student receives an ID card. Students must keep cards with them at all times. Damaged, lost or stolen cards should be reported to the Student

Development office immediately. A fee of \$25 will be charged for a replacement ID. Students who find a card belonging to another student should take it to the Director of Student Development.

**Student Life Fee:** Each semester, Residential students are charged a \$400 Student Life Fee. This fee allows the Student Development Department to offer programs such as Student Congress, Campus Ministries, Practicums, Residence Life, Welcome Weekend, Community Life events, and Specialized Spiritual Services to enhance student experience and positively impact student life.

**Summer Storage and Abandoned Possessions:** Regrettably, due to space limitations, annual maintenance, and use of the College facilities by many outside groups, summer storage of student possessions is a service, which cannot be offered. Student possessions left on campus during the summer will be disposed of. This includes bicycles left on bike racks.

**Summer Housing:** Messenger College offers summer housing. The summer contract is available through the Student Development Office. This contract shares the pertinent information for an agreeable living arrangement for the summer.

**TITLE IX:** It is the policy of Messenger College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

MC has designated Title IX Coordinators to coordinate MC's compliance with and in response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: [www.ed.gov](http://www.ed.gov) or calling 1-800-421-3481.

### **WHAT IS Title IX?**

Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment. Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit [www.ed.gov](http://www.ed.gov).

### **To file a complaint or to ask questions about Title IX please contact:**

Samuel Kinnin, TITLE IX Coordinator  
[skinnin@messengercollege.edu](mailto:skinnin@messengercollege.edu), 817-554-595 ext. 103



**Service Animal Policy:** Messenger College is committed to allowing students with disabilities the use of a service animal on campus to facilitate their full participation and equal access to the college's programs and activities.

A service animal, under the Americans with Disabilities Act as Amended (ADAAA), is defined as a dog (or miniature horse in certain circumstances) that has been individually trained to do work or perform tasks for individuals with disabilities. Examples of work or tasks include: guiding people who are blind, alerting people who are deaf, alerting and protecting a person who is having a seizure, or performing other duties. To qualify, the task must be directly related to a person's disability.

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Service animals must be housebroken and wear a vest, patch, or special harness identifying them as a service animal while on Messenger property. Messenger College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger or out of control, or due to the presences of hazardous chemicals and/or organisms.

Students who use a service animal must contact the Student Development office, especially when the disability and the function of the dog are not obvious. Students may be asked if the service animal is required due to a disability and what work or task the animal is trained to perform. The Student Development Department will consult with Residence Life in making a determination on a case-by-case basis of whether the request is appropriate.

**Emotional Support Animals**, or animals that have not been trained to perform a specific job or task, are not a service animal under the ADAAA. Animals that solely provide comfort may be identified by various other names including: a companion animal, assistance animal, comfort animal, or therapy animal. Messenger College does not allow students to have emotional support animals on school property or in on-campus housing.

**Sex Offender Registry:** In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Messenger College Office of Student Development provides a link to publicly accessible Internet web sites containing the Texas Sex Offender Registry and the Tarrant County Sex Offender List. This law also requires sex offenders, who already are required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed or enrolled as a student.

Individuals included on the web sites are included solely by virtue of their conviction record and Texas state law. The primary purpose of providing this information is to make the information easily available and accessible, not to warn about any specific individual. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Follow the link below to access the Texas Sex Offender Registry website. The Texas Department of Public Safety is responsible for maintaining this registry:

<https://publicsite.dps.texas.gov/SexOffenderRegistry>

Follow the link below to access the Tarrant County Sex Offender List website. The Tarrant County Sheriff's Department is responsible for maintaining this registry:

<https://www.tarrantcounty.com/en/sheriff/operations-bureau/criminal-investigations/sex-offender-registration.html>

**Spiritual Life Accountability Program:** The Student Development department, in collaboration with the admission team, strives to assist freshmen/transfer students by holding them accountable as they transition into adulthood and independent living regarding academics, spiritual, and personal wholeness.

Accepted and transfer students at Messenger College come from a variety of backgrounds and levels of spiritual maturity. These students will have the opportunity to focus a semester deepening their relationship with God through one-on-one mentoring, teaching, guidance, and accountability from Student Development staff. Students who fail to take advantage of this program and do not comply with the MC Student Handbook will be immediately placed on Campus Ministries Probation Two along with additional handbook sanctions or consequences.

**Work Study Opportunities:** Employment opportunities are available in various areas of the College. Students interested in work-study positions should contact the Business Office.



## Student Development | Campus Ministries Program

The Campus Ministries program is designed to promote spiritual growth and accountability. All Texas Residential Students are required to participate in this program. Online students have the opportunity to attend chapel services virtually and are encouraged to do so. Our Chapel services and spiritual activities are coordinated by the Campus Ministries Office. The Campus Ministries department seeks to assist students in becoming involved in ministry. Through Campus Ministries, students put knowledge to action through practical training through church and community involvement.

Students are required to pass Campus Ministries by 80% each semester by attending Chapel services, Local Church services, participating in practicums, attending special services, and attending Lead Well.

### **I. CHAPEL**

Our chapel worship services are an essential part of Messenger College. Chapel services provide opportunities for our students to focus their attention to God and His spirit. It is time spend in the presence of God and serves as the classroom of the Holy Spirit. The Holy Spirit moves powerfully through the anointed Word and worship to impact the lives of our world- changing students.

### **CHAPEL ATTENDANCE**

Regular Chapel Attendance is required for all students enrolled in the Texas On-Campus Learning Program. ID Scanners are located at the back of the chapel. Students must scan in at the beginning of

chapel. Students are responsible to verify that their ID has their correct student information and is scanning properly. Student ID will be required for chapel attendance purposes.

<b>Days of the Week:</b>	<b>Chapel Hour:</b>
Monday	11:15am-12:15pm
Wednesday	11:15am-12:15pm
Friday (practicums and special services)	11:15am-12:15pm

- **Residential Students** can miss up to four chapel services each semester. (These absences do not apply to special services- EX: Revivals.)
- **Students will be placed on probation if they do not meet the Chapel Attendance requirements.**
- **Commuter Students** are required to follow the guidelines above but may apply for a partial exemption. Exemption types are varied and not all exemptions are granted. You must reapply each semester the exemption is needed. Applications for exemptions may be found in Student Development Office.
- **Distance Education Students (online)** are provided resources from our Campus Pastor to assist their spiritual life. Any questions or concerns please contact the Student Development office at [studentdevelopment@messengercollege.edu](mailto:studentdevelopment@messengercollege.edu).
- Students who are housed at the Texas On-Campus Residence Housing are required to comply with all Campus Ministries requirements; no exceptions will be granted.
- **CHAPEL TARDINESS** - A student is considered absent 10 minutes after chapel begins.

Students should remain until chapel is concluded. Students needing to leave chapel early should notify Campus Pastor. Security footage and ID reporting will serve as efficient means to record every student's chapel attendance.

**CHAPEL ETIQUETTES** – Please avoid unproductive, disrespectful behaviors, such as: sleeping/slouching in chapel, studying or reading material unrelated to the service, blankets, distracting others during a service by talking, laughing, being loud, or any other disruptive behavior, bringing food or drink into the chapel, leaving prior to dismissal, not standing when asked, on your phones, or wearing head-coverings of any sort (including ear buds or headphones). Failure to comply will result in failure to comply fine of \$25.00.

**CHAPEL EXCUSES:** The chapel attendance policy takes into account possibilities of absence due to (1) serious illness with a doctor's note, (2) death in the immediate family, or (3) unavoidable circumstance at the discretion of the Campus Pastor. In these situations, the student should contact the Campus Pastor immediately via e-mail explaining the situation and the reason for your absence within 24 hours of your absence.

## **1.5 THE MC WAY: CODE OF EXCELLENCE**

Messenger College is a Christian, evangelical, Pentecostal institution founded to serve the youth and adult learners of the Pentecostal Church of God and the community. The College is not concerned with challenging the church allegiance of its students; rather, it seeks to bring each

student into a more personal relationship with Christ and to acquaint the student with the Holy Spirit and the operation of the spiritual gifts for the enrichment of spiritual life and ministry.

Faculty members are dedicated Christian men and women endowed with the power and love of the Holy Spirit. Each is academically competent and is dedicated to the ideal of educating the whole person in the concept that man is a triune being – spirit, mind and body. Further, each member of the faculty has an authentic concern for the welfare and total development of each student.

Messenger College has explicit rules and regulations for the development of self-discipline and character. Messenger College believes that self-discipline and learning should go hand-in-hand to build character. A student can best develop in the dimension of the whole person when both sound scholarly habits and a commitment to a disciplined behavior and sound character are engaged.

Messenger College firmly stands for and works to create a climate in which appreciation and respect is encouraged between the sexes, between members of different ethnic groups, between students and faculty and in all other relationships. In addition, the College encourages spiritual worship and personal witness as well as church and chapel attendance.

Further, the College encourages cultivation of prayer and Bible-study habits, neatness of dress, good manners, personal integrity in speech, business and conduct, and a personal lifestyle that enhances individual integrity and personal development. Unseemly behavior is prohibited at the College. This includes sexual immorality, academic dishonesty, lying, stealing, cheating, gambling, profanity, vandalism, use of tobacco, immodest dress, violation of the rights of others, and other negative behaviors.

Upon enrollment at Messenger College, the student voluntarily accepts a unique way of life that seeks to provide development of spirit and physical fitness on the same high level as that of intellect. The student is expected to maintain the highest standards of behavior and performance while attending Messenger College, both on and off campus.

#### **DRESS CODE: THE MC WAY-CODE OF EXCELLENCE**

Messenger College's standards are designed to create an environment that encourages spiritual formation, academic excellence, and to prepare students for success in the professional workplace. All appearance standards specified below are to be observed at the MC Learning Center unless noted otherwise. Under all circumstances, MODESTY is the standard for all occasions. Messenger College reserves the right to declare any single piece of clothing or decoration as unsuitable attire for any occasion.

The guiding principles are as follows:

- Modesty - avoids bringing undue attention to the body such as non-visible piercings and attire.
- Neatness - includes grooming, cleanliness and footwear in public places.

- Good Taste - avoids clothes with slogans, logos and pictures that contradict Christian values.

Specific guidelines for dress on campus and at College-related activities (on or off campus) are:

### 1. THE MC WAY: CASUAL

*To be observed at the MC Learning Center throughout the semester.*

Dressy Casual means casual but not too casual, simply jeans and a nice shirt. Clothes are clean, neat, and wrinkled free. Please avoid wearing shorts above the knee, athletic attire/sweats (including leggings/jeggings/yoga pants), and pajamas.

**Women:** No exposed stomachs while sitting or standing; skirts, shorts or dresses must be at least knee length, no more than three inches above the knee. No pajamas, athletic clothes, shorts, or sweatpants can be worn on-campus. Casual dress tank tops must be at least a two-inch strap width. No swimsuits, no spandex attire as outerwear, no undergarments showing Leggings can be worn if shirt reaches to mid-thigh. No holes in jeans above mid-thigh.

**Men:** Men may not wear sleeveless shirts on-campus. No pajamas, athletic attire, shorts, or sweatpants to MC-Learning Center. No holes in jeans above mid-thigh.

### 2. THE MC WAY: SNAPPY CASUAL

*To be observed at special occasions and class presentations*

Snappy casual attire is considered informal yet stylish. The range of attire is dressier than basic jeans and a tee, but not as dressy as a suit and tie. It is commonly worn for speaking engagements, lectures, presentations, or special events. It is between a casual and professional dress code and has an edge to the overall look.

**Men:** The first rule to remember is to look well groomed and polished. Your clothes are to be ironed or dry cleaned. Well-fitting khaki pants, dress slacks, crisp white shirt, or a dress shirt in a striped pattern, sports coat, or trendy jacket. Please avoid wearing jeans, tennis shoes, t-shirts, or polo's.

**Ladies:** The first rule to remember is to look well groomed and presentable. Modesty is key. Your clothes are to be ironed or dry cleaned. Dress pants or slacks, dresses or skirts at knee length or below, or a nice dress shirt. Please avoid wearing jeans, tennis shoes, t-shirts, or mid-thigh skirts or dresses.

### 3. FORMAL/SEMI-FORMAL ATTIRE

**Women-** This includes a pantsuit or floor-length gown in a dressy fabric, or a cocktail dress with the hemline no higher than 3 inches above the knee in length. No dress should have holes cut out of the material in the front or back. The dress should not be molded to the body, and if the dress is made of sheer material, it must be fully lined. A regular brassiere is to be worn under the dress leaving no skin to be exposed in the front or back lower than the undergarment. The dress

or pantsuit must have a decent neckline and paired with heels, nice wedges, or elegant flats. Sparkling gemstones, pearls, or fashion jewelry is accepted.

**Men-** This includes a conservative dark suit with a dress shirt. A vest or a tie that matches the suit is optional, but a belt and dress shoes are required. Subtle jewelry is appropriate. Tuxedos are also acceptable. Outfits that are wild or bizarre in design or color will not be permitted. Participants/Students are recommended to wear a suit that is a dark color.

#### FAILURE TO COMPLY ON-CAMPUS DRESS CODE AND EXPECTATIONS:

1. First offense, students will be given a verbal warning.
2. Continued offense, students will be asked to leave campus to change and will receive an absence per offense.
3. Third offense will result in Failure to Comply of \$25.00

## II. LOCAL CHURCH ATTENDANCE

During their time at MC students will be expected to attend at least one (1) service per week in addition to chapel and those services offered on campus. Students are encouraged to find a local, Spirit-filled church body in which they can become proactive in building the kingdom. We believe the local church to be the perfect opportunity to foster and develop ministry and regular church attendance to be vital to the life of the believer. Church attendance will be reported weekly in Populi due by Monday at 11:59pm. Students will record their attendance by stating the name of the church attended, speaker, a picture, and a 250-word response to the message that was given. Students must declare a church each semester by a designated date given by the Campus Pastor.

## III. PRACTICUM

The practicum element for Campus Ministries serves to enrich the campus life experience and develop students in biblical principles of servant leadership through the following areas: team building, conflict management, peer accountability, and personal discipline. Students are required to attend all events and meetings for the practicum of their choice. **At the end of the semester students are required to write a 2-3-page reflection of their experiences in their practicum. The students will choose one from the following each semester.**

### **Activities Team**

- The Activities team provides students with an opportunity to foster and recognize leadership, learning and development while promoting a purposeful connection to the MC Community through activities. The goal for this team is to help create a vibrant and thriving community where students participate in campus life opportunities outside the classroom to develop meaningful relationships with one another to help promote a positive student experience.

### **Chapel Tech Team**

- The Chapel Media team provides students the opportunity to learn the basic production and media elements for a church service. Students will participate in ministry events, stage

production, marketing and videography. Students must be in good standing with no Campus Ministries Probations.

#### **Outreach & Prayer Team**

- The Outreach & Prayer Team is designed for students to become involved within their community through the act of serving and interceding for their school, community, nation, and the global church. Students will gain an understanding of creating and developing service projects. Students will understand the importance of servant leadership while impacting their community.

#### **Worship Team**

- The purpose of MC Worship is to edify and build up the body of Christ by creating an atmosphere of worship for the anointing of God to flow. The goal is to lead our students into an intimate time of praise and worship every time corporately. We want MC worship experiences to be times where people can experience a divine encounter with the Lord and have their hearts prepared to receive the teaching of the word of God.
- **Requirements:** Student must have a 2.5 GPA, must be able to play an instrument, can carry melodies and harmonies adequately in tune, and has a philosophy of worship. Students will be required to meet for practices as well as scheduled practicum days. This is not limited to additional needed practices and travel schedules. Students will be communicated in advance to avoid any tardiness or unnecessary absences. Students who are tardy for worship practices three times will be receiving a one chapel absence. Students must be in good standing with no Chapel Ministries Probations.

#### **Creative Team**

Creative Team is a group that reflects students experience in print and digital media. This group works toward the completion of the Messenger College Yearbook, collaborates on social media strategies, and develops their creative talents to advance the mission of the institution. Being in the Creative Team allows students experience in photography, computer design and writing creatively that combine to capture the memories of our school year.

### **IV. SERVANT LEADERSHIP HOURS**

Messenger College encourages an environment centered around being the hands and feet of Jesus. In order for students to practice this, students will be required to serve with a local non-profit, their church community, or another service organization for at least 10 hours throughout the semester. A representative from the organization must sign off on the volunteer hours. Handouts are available on Populi under the Campus Ministries course. These hours can also be met through MC-led outreaches throughout the semester.

### **V. LEAD WELL MENTORSHIP PROGRAM**

Messenger College strives to provide additional spiritual, academic and personal support through our Lead Well Mentorship Program. This program enables a student to have one-on-one accountability,



encouragement, a listening ear, and access to spiritual insight and wisdom from an MC Staff member. Student participation counts toward a chapel credit attendance. Students will meet once a month with their assigned mentors.

## VI. CAMPUS MINISTRIES PROBATION

**CAMPUS MINISTRIES PROBATION:** Students who fail to meet the Campus Ministries requirements [chapel attendance, local church attendance, practicum participation] by 80% will be placed on Campus Ministries Probation:

Campus Ministries Probation Policy is outlined as followed:

- ***One Semester Campus Ministries Probation:*** Must be removed the next semester by missing only four or less chapel services and/or passing 80% of campus ministries offerings, plus potential Spiritual Formation requirements.
- ***Two Semesters Campus Ministries Probation:*** Must be removed the next semester by missing only four or less chapel services and/or passing 80% of campus ministries offerings; \$100.00 fine plus housing review.
- ***Three Semesters Campus Ministries Probation:*** Must be removed the next semester by missing only two or less chapel services and/or passing 80% of campus ministries offerings \$100.00 fine plus housing review.
- ***Four Semesters Campus Ministries Probation:*** Suspension for one semester following.

**A student on Campus Ministries Probation at the time of graduation will have a letter placed in the student's permanent file and will reflected failure status on final college transcript.**

## VII. SPECIAL SPIRITUAL SERVICES

The Student Development Office provides many special spiritual services each semester, such as Revival, Nights of Worship and Small Groups.

Students will be required to attend both Revival services in the fall and spring semester, unless they have communicated and received prior approval with the Campus Pastor regarding their absence.

## VIII. SPECIALIZED MINISTRY TEAMS

The Student Development Office provides opportunities for students to serve and lead at various events and functions across the nation. These Specialized Ministry teams are designed to represent and to recruit for Messenger College. Students who are selected to be a part of a specialized ministry team (church ministries, leadership traveling and/or recruitment team) must have at least a 2.5 GPA and an audition or interview will be required for approval. Students who are selected for a specialized ministry team must not be on any type of probation, if student obtains any probations while on a team will be asked to step down.



## Community Living | Overview

It is expected that students who come to Messenger College will desire to live out their Christian faith by applying Christian principles to their everyday living. The reality of college life, both on and off campus, is that each individual is required to make choices in the areas of thought, behavior and lifestyle; to be self-disciplined; and to be held accountable by the college community. Messenger College reserves the right to discipline any student who, in the College's sole judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, programs and expectations of the College.

Although there is much we share in common as a community of believers, there is a need to recognize that we come also as individuals with a variety of cultural backgrounds in the way we think about inward convictions and outward behaviors. It is helpful for students to understand that certain biblical principles are foundational for the behavior and character of a maturing person in Christian community. In order to enhance the effective functioning of this community, MC has established certain behavioral norms based on these biblical principles:

- **Glorifying God** . . . As Christians, our lives must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognizing the Lordship of Christ in everything (Romans 8:29; 1 Corinthians 10:31; Colossians 3:9, 10, 17).
- **Love for God** . . . Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5; Matthew 22:36-38; Mark 12:28-30; 2 Corinthians 5:10).
- **Love for Others** . . . Consistent with the example and command of Jesus Christ, love must guide and determine our relationships with others (Leviticus 19:18; Matthew 22:39-40; John 15:12-17; Ephesians 4:32-5:2; Philippians 2:1-11).
- **Responsible Service** . . . Christians bear responsibility for service to others. They are responsible to serve their neighbors and be pressing worldwide problems such as poverty, hunger, human trafficking, disease, illiteracy and racism (Matthew 7:12, 25:31-46, Galatians 5:14, 6:10; James 1:27, 2:14-17).
- **Community Accountability** . . . As members of a Christian community, our actions are not solely a private matter. Accordingly, members of the MC community must hold their neighbors accountable for their conduct when it directly affects the welfare of community living (Matthew 18:15-17).
- **Stewardship** . . . The community as a whole and members individually are responsible for the effective stewardship of abilities and opportunities, using both personal and institutional resources (Luke 19:11-27; Romans 12:3-8; 1 Corinthians 4:2; Ephesians 5:15-16; 2 Timothy 1:6-7).
- **Consideration of Others before Self** . . . In the desire to attain common goals and to ensure orderly community life, the subordination of some individual prerogatives may be necessary. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community and to not cause others to stumble in their walk with the Lord (Romans 14:19-15:2; 1 Corinthians 8:9-13, 9:19-23, 10:23-11:1).
  - a. **Choices of Conscience** . . . Certain actions are expressly prohibited in the Scriptures and are, therefore, wrong. Christians are responsible to avoid practices that are called sinful in Scripture. Similarly, Scripture comments on some actions that are matters of individual convictions based on a given situation. In this latter area, care must be exercised so as not to condemn one another or to cause another to stumble or us to fall (Matthew 7:1, Romans 14:1-23).
  - b. **Avoiding Worldliness** . . . Important to an understanding of all behavioral standards is the Christian's obligation to separate from worldliness (Romans 12:1-2; Titus 2:11-14; James 4:4; 1 John 2:15-17). "Worldliness" is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

- c. **Living** . . . Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of God, the guiding power of the indwelling Holy Spirit and the counsel of the Church. Christians are expected to study and obey the Scriptures; to cultivate a heart attitude that allows for the guidance of the indwelling Holy Spirit; and to give serious consideration to the counsel of the people of God (Proverbs 15:22; John 16:13:15; Acts 1:8, 2:42; 2 Timothy 3:16-17; 1 Peter 2:2; 2 Peter 1:19-21; 1 John 2:27, 5:1-6).
- d. **Culture of Honor** . . . All members of the MC Community are expected to display a culture of honor towards leadership of MC and PCG, professors, peers, and self. As followers of Christ, honor may not always be deserved but we strive to give honor because it is decided and we are a community that honors God and the people in our lives. (Romans 12:9-10)

Responsibility, accountability, and discipline all serve an important purpose in both individual and community growth. Each member of the MC community has committed himself/herself to the responsibility of living within the expectations and guidelines stated in the Student Handbook and summarized in the Character and Lifestyle Covenant. The Covenant must be signed each semester during registration, and it is in force for the duration of the student's enrollment at MC.

### **Character and Lifestyle Covenant**

Messenger College is a distinctively Christian institution that is rooted in Evangelical, Holiness and Pentecostal traditions. Because of that heritage, we attempt to develop and interpret all we do from a conservative Christian perspective. We believe that MC's standards are consistent with biblical principles and are designed to promote the welfare of the entire community. Although students' personal convictions may differ, all students are required each semester to sign and adhere to the following covenant in order to foster fellowship and harmony within MC's community and to witness to our surrounding community.

### **Statement of Commitment**

- I will endeavor in all areas of my life to develop the character traits modeled by Jesus Christ. Among these are personal integrity, humility, gentleness, patience, love and compassion for others.
- I will endeavor to respect the rights of others in fulfillment of the biblical command to love my neighbor as myself.
- I will apply the biblical standards of truthfulness and honesty (Exodus 20:15-16) to all my conduct and communication.
- Because of my identity as a follower of Christ, I pledge to abide by the "Standards Based on Scripture" described in the Student Handbook as long as I am a continuing student at Messenger College, including all breaks during and between semesters, including summers.
- Because of my identity with the College community, I pledge to adhere to the "Standards Based on Community Agreement" described in the Student Handbook during each semester I am enrolled, including all breaks during the semester.
- I will refrain from sexual immorality; the possession or use of alcoholic beverages, tobacco, pornography and illegal drugs; the abuse of prescription or nonprescription drugs; gambling; and the use of vulgar and profane language.
- I will abstain from attendance at all places (including clubs, lounges or bars), or participation in all activities, which are morally degrading or may influence one to violate the College's behavioral standards written in the Student Handbook.

## Community Living | Behavioral Standards

This section outlines in more detail the community covenant and responsibilities of membership in the Messenger College community.

**Abortion:** Messenger College respects the sanctity of human life. Because of this, Students (male and female) participating in securing an abortion are subject to Dismissal.

**Academic Dishonesty:** Incidents of academic dishonesty (plagiarism, self-plagiarism, or cheating) are handled by the Academic Affairs Office and reported to the Student Life Office. Repetitive offenses may be addressed in both the academic and student life arenas. The College's policy on Academic Dishonesty appears in the Academic Catalog. [*Probation 1* (minimum), plus possible sanctions]

**Accountability Reporting:** All students are required to report any student who violates the MC Student Handbook, Covenant, and Academic Catalog. Students who obtain any information of a violation must report it to the Student Development Department regardless if leadership has been informed or not of the situation. Students who report violations will remain confidential. *Students who withhold information of another student violating MC policy or standard will result in Probation 1 Status.*

Students/employees are required to notify the Director of Student Development of any known criminal drug or alcohol statute conviction or violation upon knowledge of such conviction or violation. *The penalty for violation of any of the above statements may be terminated from enrollment/ employment with referral given to the appropriate authorities for thorough prosecution.*

**Alcoholic Beverages (Use, Possession, Purchase or Attempt to Purchase):** Messenger College community including employees, resident students, commuter students, and graduate/professional studies students, while on or off College property, is expected to refrain from the possession or use of alcoholic beverages. Providing, purchasing, attempting to purchase, or facilitating the purchase of alcoholic beverages is likewise prohibited. "Use" includes consumption by any means. Students are considered "in possession" and responsible for alcoholic beverages that have been determined to be on their person or in their residence or vehicle.

Consistent with Texas law, the College prohibits the use or possession of an alcohol beverage vaporizer. The College reserves the right to check for compliance with this alcohol policy by various means, including active and passive alcohol sensors. [*Probation 2* (minimum), plus possible sanctions. Since underage drinking is illegal, parents or legal guardians of underage drinkers will be notified by Residence Director, and the minimum applicable disciplinary status for underage drinkers or for providers of alcohol to underage drinkers will be Provisional Continuance.]

**Animals:** Students are not allowed to own or possess any type of animals. [*Probation 1* (minimum), plus a \$50 fine].

**Apartment Check-In and Checkout Procedures:** Students are given information in advance of proper check-in times for Welcome Weekend/Move-In Days/End of semester Apartment Checkout Schedule.

- a. Failure to arrive within the designated time for Welcome Weekend Move In Day, assigned by Student Development staff will result in a \$50.00 fine. Emergencies should be communicated to the Resident Director.

- b. Students who fail to checkout properly at the end of the semester, according to the designated times will result in a \$50.00 improper checkout procedure fine. Students must notify their Residence Director if they cannot meet the check-in and checkout requirements, no exemptions will be granted unless it warrants an emergency.
- c. Students who decide to move off campus mid-semester must contact the Residence Director to properly check out at least a month in advance. Failure to contact Residence Life Staff and checkout properly will result in an additional \$50.00 fine.
- d. Students and graduating students must also contact the Business Offices to communicate a proper check out to receive security deposit, if applicable.

**Bar/Lounge/Club (Attendance or Participation):** Attending a place where alcohol is the primary source of income or focus for advertisement is prohibited. Another indicator that a business may be a bar/lounge/club is the requirement of an ID for admission. Students should contact a Student Development representative for any additional clarification. [*Probation 1* (minimum), plus a \$50 fine and other sanctions]

**Bicycles:** Sidewalks and hallways are designated for pedestrians only.

- Bikes, scooters, skateboards, skates and roller blades may not be used on campus sidewalks or in any buildings.
- Bicycles, pocket bikes and scooters may be stored under the stairways. The College is not responsible for the security of bikes and scooters.

**Closed Campus Violation:** By curfew, all visitors must leave campus or check in to a same gender apartment as an overnight guest. No loitering outside is permitted. After curfew, no students may be inside campus buildings (other than student residences) without written permission from a faculty or staff sponsor. The student hosting the visitor will receive consequences for violations that occur with the noncompliant visitor. After curfew, pizza (and other food) delivery vehicles are not allowed on campus. Students, whether exempt from curfew or not, may not order food to be delivered to campus (student residences, parking lot, etc.) after curfew. [*Official Warning* (minimum), plus possible sanctions]

**Common Space Etiquettes:** Students are expected to respect the common spaces provided at the Commons and IMC. Students are not allowed to put their feet on any furniture. No eating or drinking on couches designated at the Commons. We ask all students to keep these areas clean by discarding of their trash and taking their belongings. Students are not allowed to use the bathrooms, kitchens, or closets of the common spaces at the apartments. Failure to uphold these etiquettes could prevent future use of these designated common spaces for MC Community.

**Computer Network Use Policy:** With the freedom of access provided by the Messenger College computing network comes the responsibility of good citizenship and good stewardship. [*Probation 1* (minimum), plus sanctions]

**Concealed and Open Carry Handgun Holders** are not permitted on any MC Campus Buildings (please refer to Firearms/Explosive policy).

**Conduct Unbecoming of a Messenger College Student:** Students engaged in any behavior that causes reproach to MC are subject to discipline. These behaviors include, but are not limited to: a violation of



local, state or federal law; any activity that puts another's safety at risk; any violation of MC's biblical foundation standards; and/or employment opportunities accepted by MC students that are not consistent with Messenger College standards. [*Probation 1* (minimum), plus sanctions]

**Cooking and Appliances:** The student residences are equipped with kitchens; therefore, each student is responsible to keep appliances clean. Any maintenance issue regarding a kitchen appliance should be reported via a maintenance form and its use should be discontinued immediately. Any broken appliances will be charged to the whole apartment.

**Copyright Laws:** Copyright must not be infringed, whether the materials are in print or electronic format. In keeping with federal copyright laws, movies may be viewed in common areas only when proper licensing for public viewing has been secured.

**Curfew:** Curfew times are as follows:

Sunday – Thursday      12:00 AM-5:00AM

Friday – Saturday      1:00 AM-5:00AM

- At curfew, the doors are secured for the night. Students arriving on campus after curfew and desiring to enter their student residence must first notify the person on duty for the evening least 30 minutes prior to curfew.
- The only reason a student should be late to curfew are work obligations, traveling, or another approved reason from the Resident Director.
- After curfew, no students may be outside except in their own apartments or of the same sex apartment. Doors should remain closed to maintain a quiet atmosphere.
- No gathering outside of apartment doors or common areas after curfew.
- Any violation or unexcused curfew will result in a \$25 fine.
- Students who fail to comply or additional offenses accumulate will be considered an additional fine or sanctions.

**Dead Week:** Quiet hours will be implemented during papers and finals weeks and further information will be sent through email by the Resident Director.

During finals week, there will be no guest privileges (except commuter students), limited student activities, and limited mixed company visitation hours. Failure to comply will result in a \$50.00 fine.

**Décor:** Personalize your room to make it comfortable and attractive; however, please remember that, upon checkout, the room must be left in the same condition as you found it upon arrival.

- Furniture may be moved around, as long as it is not removed from the designated apartment and/or disassembled. Furniture will not be used in a manner other than what it is intended.
- All pictures/posters/decorations should meet Messenger College community standards, including appearance/dress standards.
- Large nails, 3D command strips, staples, screws, glue and duct tape are not to be used. Tacks are allowed.
- Only painter's tape may be used on carpet or any painted surfaces.
- Painting or wallpapering is not allowed.
- If you have several electrical appliances, use a UL approved power strip attached directly to the wall outlet to provide them with electricity.



- No cut or living Christmas trees are allowed in student housing. Small (six feet or less) artificial trees are permitted.
- Outside decorations may be permitted for holiday purposes but must be approved by the Residence Director and taken down in a timely manner.
- Electrical ornaments and lights must be connected via circuit breaker protected power strips only.

**Disaster Emergency Procedures:** Messenger College will plan annual drills for the safety of our community. Students must comply with instructions and directions found in the Emergency Action Plan and from Student Development staff. [Official Warning (minimum), plus \$50 fine. Noncompliance or further offenses will be considered a Failure to Comply violation.] Please see Emergency Action Plan for the proper protocol of emergencies.

**Disruption/Dissent:** Conduct that is disrespectful in nature or intentionally disruptive will not be tolerated. When a student's or visitor's presence or conduct on campus causes disruption or is considered a threat to individuals, to the community or to College property, the College reserves the right to restrict that person's access to the campus. Students have a right to ask questions, seek information and assistance or to express dissent, but this right must not be exercised in a way that violates the rights of others in the educational community. [Probation 1 (minimum), plus possible sanctions]

**Dress Code:** The guiding principles are as follows...

- Modesty - avoids bringing undue attention to the body such non-visible piercings and attire.
- Neatness - includes grooming, cleanliness and footwear in public places.
- Good Taste - avoids clothes with slogans, logos and pictures that contradict Christian values.
- No undergarments showing, no ear spacers/gauges and no body mutilation such as tongue splitting.

Specific guidelines for dress on campus and at College-related activities (on or off campus) are:

***Casual Attire Outside Apartments:***

- No spaghetti straps (must be at least two inches thick)
- Shorts must be appropriate length (finger-tip length)
- Torso and back must be covered at all times.

***Swimming pool:*** Shorts and shirts/tank tops must be worn at all times when outside the pool water. This includes lounging on pool furniture. Swimming dress is as follows:

- *Women:* Swimsuits must cover the torso, bottom, and mid-back at all times. Must wear shorts with a swim suit.
- *Men:* Swimming shorts and shirt must be worn at all times.

**FAILURE TO COMPLY ON-CAMPUS DRESS CODE AND EXPECTATIONS:**

1. First offense, students will be given a verbal warning.
2. Continued offense, students will be asked to leave campus to change and will receive an absence per offense.
3. Failure to comply will result in fine \$25.00.

**Employee – Student Relationships:** Faculty and/or staff members may date students only after consultation with their area administrator and the President of the College.

**Entering/Using/Tampering with a Vacant Room:** Students are prohibited from entering and/or using an empty student residence room or common space storage closets unless instructed by the Residence Director. [Official Warning and a \$50 fine]

**Entertainment:** Language or behavior that is deemed indecent, obscene or lewd is prohibited. This includes spoken and written words as well as various forms of multimedia. In determining appropriateness or inappropriateness for a Christian campus with respect to movies, music and video games, the priority concern is on inappropriate content (nudity, vulgar language, sexual content and/or gratuitous violence).

- **Movies/TV Shows:** The College allows only G, PG and PG-13 rated movies on campus. Unrated movies that have an R-rated or TVMA (or higher) counterpart are also not permitted on campus. Select, Christian-themed R-rated movies are permitted when submitted to the Student Life staff for prior approval. This includes Netflix, Hulu, Vudu, Youtube, Cable Apps (e.g. Showtime, HBO).
- **Video Games:** Games rated AO (Adults Only) are prohibited on campus. Games rated M (Mature 17+ and lower) are permitted unless they contain strong language, sexual content, sexual violence, nudity and/or mature humor (as defined by the ESRB). The Student Life staff reserves the right to prohibit any games deemed to be inappropriate.
- **Music:** Music with the parental advisory explicit rating is prohibited.
- Exceptions must be approved by the Resident Director yearly, via email.

[*Official Warning* (minimum), plus possible sanctions including but not limited to confiscation of inappropriate movies, music and video games; loss of campus computing network privileges; and required removal of inappropriate material from internet postings and \$25.00 fine].

**Failure to Comply with a Directive from a MC Official:** Students must immediately and fully comply with a legitimate directive from an MC official. [*Probation 1* (minimum), \$25 fine plus sanctions]

**Failure to Comply with Sanctions:** All sanctions given to students by Student Life staff must be completed within the specified time. [*Probation 1* or an escalation of status, plus additional sanctions]

### **Fire Alarms and Fire Safety**

- **Failure to Respond Promptly to a Fire Alarm:** All students MUST leave the Apartment immediately when a fire alarm sounds. [*Official Warning* (minimum), plus \$50 fine]
- **Fire Safety Systems Misuse or Pranks:** Misusing or committing pranks involving fire safety systems (e.g., building or floor fire/smoke alarms, fire extinguishers and electrical panels) is prohibited [*Probation 2* up to and including Dismissal]. Students violating this standard may be prosecuted also by the City of Euless, as this is a violation of Euless city ordinances.
- **Student residence Room Smoke Detectors:** Tampering with room smoke detectors, which includes removing the batteries or disabling them in any way, is prohibited, [*Official Warning* (minimum) plus \$50 fine]
- **Open Flames/Smoke Fumes:** Open flames or objects capable of producing a flame [anything creating smoke] are prohibited in the student residences. This includes burning/burnt candles,

incense, oil lamps, matches, and cigarette lighters. In the event of a power failure, use a flashlight, not candles. [*Official Warning* (minimum), plus \$20 fine]

**Firearms/Explosive Devices (Possession or Use):** Messenger College has a zero-tolerance policy regarding the use or possession of firearms or other explosive devices on campus, including in automobiles. (This prohibition includes, but is not limited to, black powder, ammunition and chemical bombs). Upon verification that a student is storing or possessing a firearm or other explosive device on campus, the student will be removed immediately from the campus and subject to interim Suspension by administrative action pending Community Accountability Program review. In addition, a student in possession of explosive devices may be prosecuted for any violation of law. [Immediate Suspension (minimum)]

### **30.06 and 30.07 of the Texas Penal Code:**

**30.06 Specific Requirements (as laid out in the above statute):** 1. Explicit Language Required: "Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun" 2. Must be in English and Spanish 3. Appears in contrasting colors with block letters at least one inch in height 4. Is displayed in a conspicuous manner clearly visible to the public

**30.07 Specific Requirements (as laid out in the above statute):** 1. Explicit Language Required: "Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly" 2. Must be in English and Spanish 3. Appears in contrasting colors with block letters at least one inch in height 4. Is displayed in a conspicuous manner clearly visible to the public.

**Fireworks (Possession or Use):** Students may not possess, use or store fireworks on MC's property, including in automobiles. [*Official Warning* (minimum), plus \$50 fine]

**Furniture:** Residents may not remove any of the college furniture or disassembled from their apartments. [*Official Warning* (minimum), plus \$25 fine or the cost of damages] Damages to furniture will result in fines according to Apartment Charge Form [page. 60].

**Gambling:** Students are not to participate in any activity in which money or other consideration is required for participation, with the prize acquired mainly on the basis of chance and with risk to the gambler. This includes Internet gambling. [*Probation 1* (minimum), plus possible sanctions]

### **Guest Privileges:**

- Guest, by definition, is someone who does not reside or pay housing tuition at the MC Commons.
- Guests cannot be under the age of 18 year old. Immediate family members under the age of 18 must have written permission and approval by the Director of Student Development.
- Babysitting is not permitted.

- Students are required to check-in guests using the online form located under the Campus Life section at [www.messengercollege.edu](http://www.messengercollege.edu).
- If a guest leaves their vehicle on premises, a guest form must be filled out or towing may be enforced. All guests should park in guest parking.
- Overnight Guests may stay on campus up to seven visits per semester regardless of host student. This limitation also applies to commuter students. Each visit is \$10.00 per night, after the first night. A 24-hour notification must be filled out under the Guest Check – in Form.
- Guests may not enter or exit the student residence during curfew hours. All Overnight Guests must be registered within 24 hours using the online form located on webpage. The RD may approve exceptions to this rule if they are consulted 24 hours beforehand (i.e. a guest arriving on a late flight). ***[Failure to register a guest, overnight guest, or properly notify RD of overnight guest will result in a fine of \$25.00]***
- Guest must stay with host student at all times, no wandering or visiting other apartments is permitted.

**Harassment:** Messenger College is committed to the respect of human dignity of every employee, student and guest on the campus. Harassment in any form is incompatible with biblical standards of Christian conduct and academic integrity and is therefore prohibited. Employees, students or guests who feel they have a basis for complaint should report such incidents without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

- **Harassment, Intimidation or Bullying:** The College prohibits any gesture, image, or written, verbal or physical act (including electronic communications) that (a) is motivated by any actual or perceived characteristic such as race, color, ethnicity, religion, gender, or mental or physical disability; and that (b) is understood by a reasonable person to have the effect of mentally or physically harming a student or damaging the student’s property, or placing the student in reasonable fear of harm to his person or damage to his property; or that (c) has the effect of insulting or demeaning any student or group of students. [*Probation 2* (minimum), an immediate housing review, and other possible sanctions]
- **Sexual Harassment:** Unwanted attention directed toward a person because of his or her gender is not tolerated. Prohibited conduct consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when: (a) submission to or rejection of such conduct or communication is made explicitly or implicitly a basis for employment, academic decisions, academic achievement or (b) such behavior unreasonably interferes with an individual’s work, academic performance, residential environment or creates an intimidating, hostile, humiliating, or offensive work, educational, or residential environment. [*Probation 2* (minimum), an immediate housing review, counseling, plus possible additional sanctions]
- **Physical Aggression/Assault:** Pushing, striking, or physically assaulting another person is prohibited. [*Probation 2* (minimum), an immediate housing review, counseling, plus possible additional sanctions.]
- **Domestic Violence/Abuse:** The College has zero tolerance for students perpetrating domestic violence, defined as the physical beating of a wife, husband, girlfriend, boyfriend or children. [*Suspension* (minimum)]

- Hazing/Initiations: Hazing and initiation are not tolerated at Messenger College. Violators are subject to criminal prosecution and will be disciplined according to the College's Community Accountability Program. [Probation 2 (minimum) plus sanctions]
  - **Hazing:** Hazing is prohibited in the State of Texas (§37.152) and is considered a Class A Misdemeanor. A person commits the crime of hazing if he/she knowingly participates in or causes hazing. Hazing is defined as a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm. Hazing is prohibited at MC. If you become aware of any activity that might be interpreted as hazing, then it is your responsibility to report it to the Student Life Office immediately.
  - **Initiation:** It is inappropriate to impose any initiation on students admitted to Messenger College in order for them to gain full acceptance among subgroups of the community. Forcing a student to participate, against the student's will, in an initiation-type ritual that might cause harm to the student is prohibited. Initiation activities such as sleep deprivation, physical confinement and/or forced consumption of food; liquor or drugs are considered hazing and will not be tolerated. Initiation activities that include hazing are illegal under the laws of the State of Texas and are explicitly prohibited at Messenger College.

**Heaters and Fans:** Students are allowed to use and own personal space heaters and fans. All space heaters must have the safety hazard feature button underneath the unit. All fans and space heaters must be plug directly into a wall or surge protector strips. [Failure to comply fine will be assessed].

**Hospitality Suite Rental:** Students are allowed to request a guest to stay in the Hospitality Suite, based upon availability. Students who are wanting to house immediate family members and/ or friends must request this to the Student Development offices. Cost per night is \$75.00 up to seven consecutive nights. Students are not guaranteed approval, payment must be made to Messenger College and given to the Student Development Department prior to arrival of guest. Reservations must be made at least 48 hours in advance with a formal request to the StudentDevelopment@messengercollege.edu and RD for approval. (Curfew and quiet hours must be observed for students with Hospitality guests)

**Housing, On-Campus:** Housing is available at The Commons for DFW Residential students only. All unmarried students under the age of twenty-four who are not approved for Off-Campus Housing are required to live in the student residences. To maintain eligibility to live in a student residence, a student must be enrolled for at least 12 credit hours. Any requests for exception must be submitted in writing to the Director of Student Development for review by the President's Cabinet.

- Students qualifying to live off-campus under the age criterion must attain the requisite minimum age on or before the semester's official published move-in date.
- The housing contract is in effect for the duration of the entire semester.
- Students who withdraw from MC or cancel after checking in will follow Messenger College's refund policy.

- Students who cancel during winter break or after the semester begins are not entitled to a return of their \$250 housing deposit.
- Students who cancel during winter break must make an appointment with their Residence Director to remove their belongings and check out. Spring semester room charges will begin accruing on move-in day and continue until the student has completed the checkout process and returned their keys.
- Winter Break: If students fail to return for their belongings by the end of the first full week of classes, they will be charged a \$100 fee for failure to check out properly and their belongings will be donated.
- Summer Break: If students fail to take their belongings upon checkout they will be charged a \$100 fee. All items will be donated to the Residence Life program.
- Married couples in student housing with extenuating circumstances may request approval from the President's Cabinet to leave items in their apartment at the MC Commons. This request must be submitted in writing, before summer housing forms are due, to the Director of Student Development. This request will be granted on a case-by-case basis at the discretion of the President's Cabinet.
- Any student who has questions regarding housing must contact the Residence Life Staff.

Housing Definition: Double occupancy refers two students sharing one bedroom in an apartment. Single occupancy refers to one student housed in one bedroom in a two- bedroom apartment. Married Student Housing refers to a married couple housed in a one- bedroom apartment, with a two-person maximum. A 10% discount is given to married students who are both enrolled full time at Messenger College.

**Housing Breaks**: MC's student residences provide housing for students during fall and spring semesters. Students may request housing during breaks, but will be charged housing fees as stated in the Break Housing Agreement. Upon review of new/returning/break student housing applications, Messenger College does reserve the right to deny housing privileges. Housing is based upon availability.

**Housing, Off-Campus**: Students interested in acquiring off-campus housing approval may contact the Director of Student Development for an Off-Campus Housing Application. To be eligible for off- campus housing, students must submit the application and are required to meet at least one of the following criteria:

- Are living with parents or a legal guardian in the Euless area,
- Have lived in the greater Euless area for over a year before enrolling,
- Are 24 years of age or older
- Have completed at least 90 hours of college credit.

All applications will be reviewed by a committee composed of representatives from Student Development, Academic Affairs, and Business Affairs. The committee has the right to approve or deny any application based on their discretion. Students will be communicated of their approval or denial within two weeks of their submission.

**Illegal Substance (Possession or Use) or Abuse of Legal Drugs**: The Messenger College community including employees, resident students and commuter students, while on or off College property, is expected to refrain from the manufacture, possession, use or distribution of illegal drugs. Purchasing,

attempting to purchase, or facilitating the purchase of illegal substances is likewise prohibited. Students are considered “in possession” and responsible for illegal substances found on their person or in their residence or vehicle. Possession of drug paraphernalia is prohibited. [*Probation 2* (minimum), with random drug tests (paid by the student) and other possible sanctions, as well as a substance abuse evaluation prior to readmission. Parents or legal guardians will be notified.]

**Illnesses:** Any illness (emergency rooms and urgent care) is to be reported to the RA/s & RD who will help give guidance to the student regarding care and/or referrals to local health care agencies. A list of suggested health care givers within the local area is provided by the Director of Student Development at the beginning of the semester. Any emergencies such as car accidents, dialing 911, or suspicious activity, student must contact Residence Staff immediately.

**Improper Displays of Affection:** Displays of affection often intrude on the rights and sensitivities of others. Immodest or improper displays of affection including laying on each other, petting, fondling or caressing each other, sharing blankets, kissing in a public setting, extended periods of heavy kissing or hugging, sexual relations of any kind or degree outside of marriage are strictly forbidden, or body massages not acceptable. [*Probation 1* (minimum), plus possible sanctions].

**Issue of Fines:** Students are encouraged to communicate any concerns regarding fines to their respective leaders within the Student Development Department. Students must communicate to staff within 24 hours of receiving notification of fine(s) to issue any complaints or concerns. The Student Development team will review any and all complaints regarding the fine. The Student Development department reserves the right to enforce all issued fines.

**Key Security:** Apartment and mailbox keys are issued at the time of student residence check-in and are not to be duplicated. If you lose your key please notify your Residence Director via email. A \$25 replacement fee is charged to the student’s account for lost keys. At no time should a student let anyone else use his/her room or mailbox key.

**Laundry:** A laundry room is provided for the use of students living in the MC Commons. Students should remove clothes from the units as soon as they are finished. Students should not remove other’s items without asking for permission. *Any clothing or laundry supplies remaining in the facility overnight is subject to removal by residence life staff and receive a \$10.00 fine.*

**Lying/Withholding Information/Fraud:** Purposefully misrepresenting information, withholding requested information and/or filing false information is prohibited. [*Probation 1* (minimum), plus sanctions]

### **Maintenance**

- **Notice for Checkout:** Students should contact Maintenance to report A/C, heating, plumbing or electrical problems as well as broken doors, locks and windows as issues occur. Students who fail to submit any maintenance issues two weeks prior to checkout will result in a \$50.00 fine. Any maintenance issues upon checkout or apartment damages will occur fines according to Apartment Charge Form on page 60.

- **Plumbing:** Students are supplied with a drain plug to ensure the pipes remain clear of obstructions. Students must keep this in place and clean it routinely. Failure to do so will result in a \$25 fine.
- **Reporting:** All maintenance issues must be reported via an online form provided by the Student Development team. Verbal communication will not be accepted. Examples of maintenance issues include but are not limited to: pests, dumpster collection, burnt out lightbulbs, appliance issues, plumbing, and any accidental damages.
  - Students must report anything they see regardless of location.
- **Follow-up:** The maintenance staff will follow up with the students in a timely manner. If the student feels the issue has not been resolved within 3-5 days, a follow-up maintenance request can be submitted by the student.

**Mandatory Meetings:** Occasionally vital information is presented to the students in the student residences by way of hall and floor meetings. The RD approves any mandatory meeting called. The floor/hall is given two weeks notice and a 48-hour advance notice. A \$25.00 fine may be assessed to those who are absent for the meeting.

**Marriage Within the School Year:** Students who plan on getting married within the academic semester may not receive a refund or prorated/discount of student tuition fees. Married apartments are available at the beginning of each semester, no exceptions will be granted for mid- year apartment changes or applications.

It is the student's responsibility to notify the Residence Life staff of their planned move out date. Married students are not allowed to share separate occupancies nor apply for a one- bedroom apartment mid-semester.

It is at the discretion of the Director of Student Development to allow any exceptions that are properly communicated at least one month prior to desired move out date.

**Mixed Company Standards:** Apartments are open for visitation of residence and guests between the hours of 7:00 pm-10:00 pm ONLY on Fridays, Saturdays, and Sundays. During this time students are free to visit the apartments of the opposite sex according to the following guidelines:

- Appropriate behavior is expected at all times. Students are not to act in any way that would cast doubt on the appropriateness of their behavior.
- Lights are to be left on while guests are present.
- Blinds are to be open while guests of the opposite sex are present in the apartment.
- Guests are not to enter rooms of other students uninvited.
- Students may not visit in the bedroom or bathroom of the opposite gender.
- Students must observe Quiet Hours.
- Roommates must be in agreement to participate in visitation times; if it is inconvenient for either, there is no participation.
- At least three students should be present, in the same room, if visiting an apartment of the opposite gender.
- No one is to enter a room without the occupant(s) being present.

[*Probation 1* (minimum), plus possible sanctions including loss of visitation privileges]



**Overnight Checkout Procedures:** All Residential Housing Students must properly sign out of the residence 24 hours before departing overnight (to comply with the Missing Student Policy). The Overnight Checkout Form is located on the school's website under the Campus Life tab. The form must be filled out completely and accurately including name, address, and telephone number of the destination. MC reserves the right, for the safety of the student, to call the emergency contact if their student's location cannot be determined within a reasonable amount of time. [*Official warning*, plus \$25 fine.] Failure to complete a form and was notified by Residence Staff, the student must still fill out a form for proper notification. Failure to fill out a form will result in a \$25.00 fine until Residence Life receives a form.

**Overnight in Mixed Company:** In order to have a single person of the opposite sex in his/her home, the student must fill out the overnight visit/weekend off-campus form found online and provide contact information for the student(s) parents in order that the Resident Director may follow up and contact the host parent. Students are not permitted to be out overnight in mixed company in private or public (without permission) settings (including, but not limited to campers, tents, homes, apartments, vehicles, hotel rooms, or residence room) without approval." [*Probation 1* (minimum), \$100 fine plus sanctions]

**Perjury:** Lying in an accountability board or panel setting is prohibited. [*Immediate Suspension for the remainder of the current semester* (minimum)]

**Pornography (possession, distribution or use):** Students are to avoid material which, when viewed or listened to, encourages sexually immoral thoughts or presents the body in a degrading or compromising manner. [*Probation 1* (minimum), plus possible sanctions]

*Students struggling with pornography are encouraged to access confidential College resources including the campus pastor, a faculty or a staff mentor. Such students may also contact Information Technologies and request restrictions on their Internet access. No discipline is associated with such voluntarily requested assistance as long as the violation is not repeated.*

**Pranks:** Activities that are degrading to individuals or could potentially endanger individuals, animals or property will result in discipline. [*Official Warning* (minimum), plus restitution and/or costs of repair].

**Quiet Hours:** Quiet Hours are 10 p.m. - 9 a.m. daily. Students are required to show courtesy and to respect the rights of others to study or sleep. This time frame is in compliance with the Eules City Noise Ordinance. This requirement is specifically enforced during Quiet Hours. Quiet hours are to be observed both inside and outside the student residence rooms and buildings. For consideration of other students, moving in or out of the student residence room during the semester (including final exams) is prohibited during Quiet Hours. [*Official Warning* (minimum), \$25 fine plus sanctions.

**Right of Entry:** Messenger College reserves the right to enter any assigned space in case of emergency, for purposes of inspection, verification of occupancy, safety, health, and maintenance reasons. The College reserves the right to perform random room inspections.

**Room Changes & Consolidations:** Any necessary apartment changes will be made with written approval from the Residence Director during the first full week of classes. Follow the checkout

procedure on the old room and the check-in procedure on the new room. Students who find themselves in a double-occupancy room without a roommate may be required to move to another room on the same floor prior to the beginning of the third week of classes of the semester.

Students will not occupy an apartment by themselves if roommate decides to leave housing. The student will be asked to consolidate with another occupied apartment. Housing changes may be conducted at the semester break, with the approval of the respective RDs. The RD will grant or deny all mid-semester requests.

**Room Inspections:** Since student residence living involves sharing facilities with other students, a sense of responsibility to each other is often learned. Roommates and suitemates are jointly responsible for maintaining a clean living environment. Every two weeks the Resident Assistants (RAs) will inspect rooms for cleanliness, damages and/or community standard violations. Room inspections may include, but not be limited to, walls, ceilings, floors, doors, windows, College furnishings/fixtures, and residents' food storage and preparation equipment.

RAs will give students a notice prior to the inspection. Students who fail a room inspection are notified by the RA prior to curfew. An issued fine of \$25 per occurrence and should expect a re-inspection within the next 24 hours. The room will continue to be re-inspected and fined an additional \$10 until it meets standards. Financial liability stemming from common room check is the responsibility of both roommates unless otherwise specified.

The Residence Life staff may confiscate restricted materials (which may include alcohol, tobacco, illegal drugs, candles with burned wicks, pornography, fireworks, weapons, drug paraphernalia, occult paraphernalia, sexual paraphernalia, inappropriate movies, music and video games or other material that violates MC's standards) seen in plain view during routine room inspections or visits.

**Room Search Policy:** Messenger College searches are administrative and therefore do not follow criminal law standards. If consent is given or if a violation is in plain view, it is not considered a search. Consent is implied for scheduled room checks.

Authorized college staff may conduct a search of a student's residential unit to determine compliance with college regulations and policies, which includes but is not limited to the Student Handbook, or federal, state, and local law where there is "Reasonable Cause" to believe a violation has occurred or is taking place. "Reasonable Cause" means the set of facts or actions to prove whether a reasonable person would have come to the same conclusion or acted in the same way given the totality of the circumstances. "Authorized college staff" includes any member of the student development staff. In any search at least one student development staff member and one additional MC staff member, who was preferably not involved in the disciplinary process, must conduct the search. Authorization must be given in writing by a member of the President's Cabinet. If a good faith effort has been made to contact each member of the President's Cabinet and time is a factor, the Director of Student Development may approve the search.

Searches without authorization are permitted for exigent circumstances and/or if the student development staff fears for the safety of the student or the students on campus.

If the Student Development staff fears evidence will be destroyed before authorization is obtained, they may secure a room until authorization is obtained. This includes, but is not limited to, removing students and not permitting entry.

If a violation of federal, state, or local law is found, the evidence will be turned over to the local police. The police are not considered college personnel, and while they may be present during the search, such as for the protection of the student development staff, they will not actually conduct the search.

**Security Access Cards:** Students are given a proxy card at the beginning of each semester to provide access to the MC Learning Center of the 4th floor and Library, 1st floor, Monday –Friday from 8:00am-5:00pm. Students are required to treat this card as valuable as a debit or credit card.

*Students must report card lost or stolen within 24 hours to the Student Development Office. Failure to do so will result in a \$25.00 fine per day of lost card; a \$25.00 additional fee for a replacement card. Students must return the Security Access Card at the end of the semester. Failure to return the card will result in a \$250.00 fine.*

**Security System Tampering/Misuse:** Misusing, tampering with or attempting to bypass the security access system (i.e. propping a door, forcing a door, interrupting or attempting to interrupt the electrical power supply or any campus security video monitoring system) is prohibited. [*Official Warning* (minimum), plus \$100.00 fine, plus possible sanctions]

**Sexual Immorality Issues:** As defined by Scripture, sexual immorality is prohibited. This involves sexual activities, whether heterosexual or homosexual, outside marriage. It also includes, but is not limited to, nudity (such as sexting, sharing electronic images via cell phones, computers, or webcams), genital contact, oral sex and/or intercourse. [*Probation 2* (minimum), plus sanctions]

**Sexual Offense:** Defined as “any sexual act without the consent of the other person,” sexual offense is a violation of both civil law and Messenger standards and is therefore prohibited. [*Immediate Suspension for one year* (minimum), plus counseling prior to readmission]

*A victim of a sexual offense should obtain emergency medical attention immediately, report the assault to local law enforcement officials as soon as possible and contact someone (e.g., Student residence staff, for emotional support and assistance.)*

**Smoking:** Messenger College is a 100% smoke-free environment. The use of smoking tobacco products including and not limited to e-cigarettes, vapors; hookahs are prohibited on all campuses at Messenger College. See “Tobacco.” [*Probation 1* (minimum), plus additional sanctions, which may include successful completion of a smoking cessation program at the student’s own expense, plus other possible sanctions.]

**Social Media:** We understand the value of social media, and its use as a powerful tool. However, we also encourage wisdom in its usage. Evidence of any illegal or inappropriate behavior posted on social media may constitute grounds for disciplinary action by the College. (Inappropriate behavior and inappropriate language is any behavior or language that is profane, defamatory, inflammatory,

pornographic or otherwise contrary to Messenger College community standards.) [*Official Warning* (minimum), plus possible sanctions]

**Swimming Pool:** Students are encouraged to enjoy the pool common area. However, there is no lifeguard on duty, so students swim at their own risk, and are encouraged to keep safety as priority. There is no diving allowed at the pool. This includes jumping from high structures and balconies. Also, quiet hours must be observed, student must exit the pool at quiet hours at 10:00pm. The swimming pool is closed from December 1st – March 1st of the year, exceptions can be granted for special services such as baptism and/or MC Experience from Student Development offices. [*Official Warning* (minimum), plus possible sanctions]

**Theft:** Taking or assisting in the removal of tangible or intellectual property without permission of the owner is prohibited. This includes Internet downloading of copyrighted material. All thefts are to be reported to Residence Directors. [*Probationary 2* (minimum), plus community restitution]

**Tornado Watch/Warning:** Students are to go to the nearest safety zone upon hearing the siren indicating a tornado warning. Designated safety zones: Residents in apartments are to take their pillows and go to the first floor, the lowest hallway of their building. Due to the potential danger, students who do not comply with MC officials must accept full responsibility for the potential of physical harm. Students are required to follow all directives from the Emergency Action Plan posted on the school's website and emailed to them each semester. [*Official Warning* (minimum), plus \$50 fine Noncompliance or further offenses will be considered a Failure to Comply violation.]

**Tobacco (Use, Possession, Purchase or Attempt to Purchase):** Everyone in the Messenger College community (including employees, resident students, commuter students and graduate/professional studies students), while on or off College property is expected to refrain from the possession or use of tobacco products. Purchasing, attempting to purchase or facilitating the purchase of tobacco products is likewise prohibited. Students are considered "in possession" and responsible for tobacco products found on their person or in their residence or vehicle. [*Probation 1* (minimum) and successful completion of a smoking cessation program at the student's own expense, plus other possible sanctions.]

**Trash/Littering:** Resident students are responsible for placing all personal trash items in the outside trash receptacles and for keeping hallways of their floor clear of any obstruction. Trash bags cannot be placed outside of apartments. Littering includes setting personal trash items or trash bags outside the apartment, etc. [*Official Warning* (minimum), \$25 fine per occurrence]

**Unauthorized Student residence Entry/Exit:**

- Intentionally bypassing the security access system in any manner is prohibited. This includes but is not limited to coming in or going out through a window; letting someone in after curfew or going out after curfew; any entry/exit except through an unlocked door; and--after curfew--any entry/exit except through the main entrance of the student residence.
- Propping doors or granting access by any other means to a student residence to anyone other than a guest you are hosting is prohibited.
- Using someone else's proximity card or permitting another to use yours to gain access to a student residence (or any other building) is prohibited.

- Students are prohibited from opening exterior doors to give access to persons they do not know. Students may gain entrance into student residences other than their own by calling their host within the hall to open the door from the inside. Non-residents of student housing may not follow any student(s) into the housing apart from their personal host.

[*Probation 1* (minimum), plus \$50 fine and other possible sanctions]

**Vandalism:** Willful destruction of any property, structure, or an act of excessive behavior and roughhousing is prohibited on any MC Campus Building. [*Probation 1* (minimum) or \$100 fine and restitution for the cost of repairs]

**Vehicle Search Policy:** The students with a parking pass authorize Messenger College to conduct a search of their vehicle to determine compliance with the college’s regulations and policies, which includes but is not limited to the Student Handbook, or federal, state or local law where there is reasonable cause to believe a violation has occurred or is taking place. (See the Room Search policy for more information.)

**Weapons:** Students may not possess or store weapons on College property. This includes vehicles parked on MC’s property. Anyone aware of weapons on campus must immediately report it to Student Development. Weapons include, but are not limited to BB guns, pellet guns, stun guns, blow guns, paint ball guns, air soft guns, tattoo guns, knives with a blade of more than three inches, Taser guns, brass knuckles, crossbows, slingshots and/or any object that is brandished or used as a weapon. Students violating this policy through possession, use or storage are subject to disciplinary actions. [*Probation 1* (minimum), plus possible sanctions] For the policy regarding firearms and explosive devices, see “Firearms/Explosive Devices (Possession or Use)” above.

**Windows and Screens:** No items are to be thrown from an apartment window. Injury to both person and property has occurred from objects thrown from student residence windows. To prevent damage and injury, no items are to be transferred (moved in or out) through an apartment window. [Official Warning (minimum), plus \$50 fine and the cost of damages]

***Repeated or multiple violations of any listed offenses within this handbook will result in an escalation of status and increased sanctions.***

## 1. Mission of the Community Accountability Program

The Community Accountability Program of Messenger College exists to provide a Christian response to student violations of College behavioral guidelines. The purpose for accountability and discipline at Messenger College is to provide an opportunity for individuals to change and grow through an environment that is conducive to living and learning within a distinctively Christian community. Our goal is to assist in the social, behavioral and spiritual development of students through self-discipline, peer accountability and community accountability in the context of an Evangelical and Pentecostal Christian worldview.

## 2. Philosophy of the Community Accountability Program

All students at Messenger College are members of a community. This community individually and corporately upholds specific behavioral standards, which are designed to serve the best interests of both the individual and the community. Therefore, each individual is accountable to other community members in highly significant ways. Community Accountability Conferences, Panels and Boards exist to provide constructive confrontation with students who have violated College community standards. This approach is consistent with the model found in Matthew 18:15-17, which states that individuals need to be “shown” their “fault” through a peer group motivated by love and concern in an effort to bring about growth. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” In addition, Community Accountability Conferences, Panels and Boards use a redemptive and developmental framework aimed at restoration of the individual. A practical expression of this philosophy can be found in the principles that follow.

## 3. Values of the Community Accountability Program

- **Christian:** The Community Accountability Program is Christian in character, redemptive in nature and biblical in approach. The College is concerned with the inner spiritual walk and wise decision-making, which exemplify Christ. Genuine concern and love serve as the motivation for maintaining an accountability process that is redemptive and restorative.
- **Developmental:** The Community Accountability Program is ultimately developmental in purpose. Students, staff, faculty and administrators who serve on Community Accountability Conferences, Panels and Boards use this principle as an over-arching motive. Whether making decisions on appropriate consequences or developing parameters for consequences, a primary goal is to make the disciplinary process learning and maturing experience.
- **Redemptive:** The Community Accountability Program seeks to be redemptive and restorative (Galatians 6:1). The goal is that the student will be fully restored to the MC Community. The disciplinary process focuses on facilitating restoration--a process that initially may require confrontation with consequences, but ultimately graciously offers the offender restoration to full participation in the community. The candidate for biblical restoration is the student who demonstrates repentance through changed attitude and behavior over time. Temporary separation from the community through Suspension may or may not be in the best interests of achieving the goal. Whenever possible, the use of alternative disciplinary sanctions (such as Probation 1, 2 & 3 with mentoring, community service, devotional journaling, counseling, book

reports, fines, suspension of social privileges, etc.) will be considered by the Community Accountability Conferences, Panels and Boards on a case-by-case basis.

- **Confidential:** Students who come before Community Accountability Conferences, Panels and Boards should be convinced that no one would betray their confidence and discuss the proceedings outside the context of the meeting. Confidentiality is part of an ongoing redemptive process and all participants will sign statements of confidentiality. However, if accused students choose to disclose confidential information regarding the Panel or Board, then the right to confidentiality will be deemed waived. Following an investigation into the alleged breach of confidentiality, accurate information may then be released sufficient to vindicate the actions of the Community Accountability Conference, Panel or Board.
- **Fair in Process:** The Community Accountability Program endeavors to be fair to all involved. “Fair Process” refers to the institution’s intention to follow its own established procedures applying to the imposition of student accountability and discipline. Exceptions to these procedures may be made in cases where the student knowingly and freely waives his or her right to them, or where minor deviations do not disadvantage the student. In the case of possible Suspension or Dismissal, a fair process provides the following for the student being charged:
  - a written statement of the misconduct with which the student is charged and the rule or policy which forbids the misconduct;
  - a written notice of the accountability meeting, at least two days before the meeting;
  - an opportunity to review the evidence, including Incident Reports, in advance upon request;
  - an accountability meeting before the person(s) having the authority to suspend or dismiss;
  - an opportunity to speak in his or her own defense and hear the evidence against him or her;
  - an impartial determination of the facts of the case solely on the basis of the evidence presented at the accountability meeting; and
  - a written statement of the findings of fact and decision.

**Note:** The Community Accountability Program is designed to assist in the enforcement of college community discipline on the basis of Scripture. Any hearings that may be conducted are not formal court procedures. State and federal legal rules of procedure do not apply. Students may not have legal counsel at any of the proceedings.

#### **4. Levels of Accountability**

When a member of the community fails to meet the responsibilities that he/she has agreed upon by enrolling at the College, then there is a need to hold that individual accountable. There are three levels at which accountability should be expected:

- **Self-Discipline:** Self-discipline is the first and most effective level of accountability. Any discussion of growth and development includes the need for students to become less dependent on rules and regulations and more dependent on biblical principles and their own ability to discern--apart from peer pressure or other external pressures--what are the best decisions. MC desires to encourage students to reach for the highest level of self-discipline, which is reflected as individual students seek to glorify God by conforming daily to the image of Christ and seeking Christ as Lord in every decision that is made.

- Peer, Faculty, and Staff Accountability:** When self-discipline is not effective, then peer, faculty, and staff accountability becomes necessary. This type of accountability is a biblical responsibility, based on the principle articulated in Matthew 18:15, for individuals to demonstrate concern for others' growth and, when necessary, to confront another lovingly. For the one who observes (or has first-hand knowledge about) another student violating MC's community standards, the application of the principle involves the following steps:
  1. *Confront privately the student who violated the standards.*
  2. *Communicate the incident to the Residence Director. (Faculty or staff members may communicate to the Residence Life staff that accountability is taking place.)*
  3. *If, any student, faculty or staff member observes a violation that is (a) known to be illegal, (b) harmful to oneself or others, (c) a repeated offense by the offending student who was previously confronted privately on the matter or (d) denied by the offending student upon confrontation; then the observer is obligated to submit an Incident Report, which will be forwarded to the Director of Student Development for community accountability. (Faculty and staff who are credentialed ministers or who are healthcare professionals are expected to reconcile the need for accountability with their professional and legal obligations to maintain confidentiality.)*
- Community Accountability:** When students are unable or unwilling to change inappropriate behavior by means of self-discipline or faculty/staff/peer accountability, then community accountability will be implemented. The Student Development Committee, chaired by the Director of Student Development, will review the Incident Report(s) and determine a course of action as described below.

## 5. Procedures for the Community Accountability Meeting

- Goals of Accountability Meetings:** The main objectives of Accountability Meetings are to ascertain truth and thereby achieve a just outcome, one that is in conformity with what is morally upright or good in biblical terms. Due to (1) varieties of circumstances peculiar to each case and (2) redemptive purposes of accountability meetings, disciplinary decisions may not always appear "fair" or "consistent" to those not participating in the confidential accountability meeting. Nevertheless, in all accountability decisions, the development of the student's personal integrity in light of Scripture is the primary goal, and corrective measures are intended to help each student become a responsible and contributing member of the community.
- Initiation of Accountability Meetings:** The Student Development staff will initiate the process of Accountability Meetings. Each student involved should be advised in writing of the time and place of the meeting, as well as the nature of the charges against him/her.
- Agenda for Accountability Meetings:** Those who chair the Accountability Panels and Boards should make certain that Community Accountability Program principles are followed and that the meeting is conducted in an orderly manner.
- Anonymity of Witnesses:** Anonymity of witnesses may be permitted when a determination is made by the Director of Student Development that there is reasonable cause to believe that student safety is at risk or that attempts may be made to threaten or intimidate witnesses.
- Consideration of Past Violations of Community Standards:** In respect to discipline, a private college, such as MC, does not follow civil rules of evidence. Past offenses are part of one's educational history and, therefore, may be considered by those responsible for the discipline process.



- **Recording of Accountability Meetings:** Accountability meetings will be recorded for the purpose of review exclusively by accountability boards and the Director of Student Development. These tapes or digital recordings are the private property of Messenger College, and are considered confidential.

## 6. Structures and Flow of the Community Accountability Program

- **Conduct Committee:** The Conduct Committee, chaired by the Director of Student Development and consisting of Residence Life staff appointed by the Director of Student Development, reviews all Incident Reports and determines a course of action for: investigation of violations, presentation of charges and recommendation of disciplinary status and sanctions (in the admission or finding of guilt) based on the Student Handbook.
  1. When an Incident Report is filed, the residence director will initiate contact with the student involved in order to follow-up on the incident report and obtain clarification and explanation from the student. (If the student fails to respond and meet with the RD within 72 hours, then the Conduct Committee’s review will continue in a timely manner, considering that the student waived his/her right to the initial meeting)
  2. The RD will report the initial discoveries to the Conduct Committee.
  3. If, in the course of RD follow-up of the Incident Report, the student has admitted or confessed to the alleged violation, then the Conduct Committee will come to a consensus with respect to the terms of accountability appropriate for the violation and will authorize the issuance of an Accountability Contract/Hearing Waiver to the student.
  4. If, in the course of RD follow-up of the Incident Report, the student has denied the alleged violation or it is determined that conflicting accounts of the alleged violation exist, or the student wants to exercise his/her right to a hearing, then the Conduct Committee will refer the matter to a Residence Life Accountability Board, as appropriate, for resolution of the case.
- **Residence Life Accountability Board**
  1. The Residence Life Accountability Board (RLAB) consists of the Director of Student Development (chair), one member of the College faculty, one member of the College staff (outside the Student Development Department), one student leader, and the student’s residence director. At the request of the student, and with the approval of the chair, the student’s faculty advisor may be invited to appear with the student at the RLAB meeting with privilege of voice. The RLAB is chaired by the Director of Student Development (non-voting except in case of ties).
  2. A Residence Life Accountability Board meeting occurs for the purpose of “fair process” when there is a discrepancy in the story (reported incident), or when a student denies an alleged violation of College standards, or when a student chooses to request for hearing regarding alleged violations for which the typical consequences would be Probation 1, 2, or 3.
  3. The board conducts the investigation, determines the findings (guilt or innocence of the student) and—in the case of a finding of guilt—makes recommendations for accountability consequences, (disciplinary status and sanctions) to the President’s Cabinet, who will uphold the RLAB’s decision as long as the recommended consequences fall within the range of consequences published in the Student Handbook as applicable for the violation. The Director of Student Development will issue the discipline letter and enforce the decision.

The decision of the President's Cabinet will be final. Note: Lying or withholding information in a RLAB hearing will result in suspension.

## 7. Documentation of the Community Accountability Program

Documentation is the tool that brings the entire Community Accountability Program together. Furthermore, effective documentation is vital because it enables each Conference, Panel or Board to make well-informed, timely and consistent decisions. It is important that everyone knows what resources of documentation are used throughout the Community Accountability Program process. The following paragraphs summarize the purpose for each form and how it relates to the process.

- **Incident/Damage Report:** All disciplinary situations begin with this report, which requires as much specific information as possible in order to provide a thorough, accurate snapshot of what occurred. The Incident Report form may be obtained from any RA or RD. All applicable sections should be completed as objectively as possible (answering the questions who, what, where, when, why and how) and signed by the witness(es). Whenever possible, all persons involved need to fill out an incident report. Anyone — student, staff or faculty — may complete this document and submit it to a residence director or to the Student Life office.
- **Appointment to Appear:** If the infraction noted on the Incident/Damage Report requires a meeting with a Panel or Board, Student Life staff will issue an *Appointment to Appear* notice at least 48 hours before the scheduled meeting. The notice will include a written statement of the charges, the community standard(s) violated by the student's alleged misconduct and the time and place of the meeting. If, in the course of a reasonable line of questioning, information pertaining to violations in addition to those listed on the *Appointment to Appear* notice comes to light, such violations may be dealt with at that same meeting.
- **Discipline Letter:** This is an official letter, written by the Residence Director or the Director of Student Development, to the student(s) involved. The letter outlines the decision of the Committee/Board.
- **Community Restitution:** This form provides information necessary and facilitates the completion of community/college restitution. The Residence Director ensures that all signatures are complete and that copies are given to the appropriate individuals.

## 8. Appeal of a Community Accountability Decision

- **Basis for Appeals:** Following the rendering of a decision by an Accountability Board, the student has the right of appeal if either of two conditions is met: (1) the principle of fair process was violated during the accountability procedures or (2) there is relevant new information--not available to the Panel or Board which originally heard the case--that could have affected the outcome of the decision.
- Submission of appeal should be made to the Director of Student Development.

## 9. Texas Student Complaint Policy:

Students can file a complaint with the Texas Higher Education Coordinating Board by visiting the Board's Student Complaints page for forms and a description of the complaint procedure: [www.theccb.state.tx.us/studentcomplaints](http://www.theccb.state.tx.us/studentcomplaints). The web address for the rules governing student complaints (<http://www.theccb.state.tx.us/links/student-complaints/>) is located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120. Complainants shall submit student complaint forms through the online process provided on the agency's website, by electronic mail (email) to

StudentComplaints@theccb.state.tx.us, or by hard copy sent to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile (FAX) transmissions of the student complaint form are not accepted. All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.

Consequences for violations of Messenger College Community Standards fall into two categories: status and sanctions. “Status” refers to the disciplinary classification assigned to the student, e.g., Probation or Suspension. (Note: status may be escalated in the case of repeat violations or multiple violations.)

“Sanctions” refer to the various corrective and restorative measures that may be required by Student Life staff and/or Accountability Conferences, Panels and Boards. In most circumstances, students who have violated MC standards will be assigned both a status and one or more sanctions. The various options with regard to assignment of status and sanctions are available to Student Life staff and/or Accountability Conferences, Panels and Boards.

### Conduct Status:

- **Official Warning** is usually given for a first offense of a violation of community standards where personal judgment is involved. An Official Warning is used typically by RAs and Residence Directors as a means to remind students of standards and/or as a teaching tool. These warnings are verbal; however, record of the warning will be made in the student’s file, located in the student residence office.
- **Probation 1** is a written warning stating that further violations of campus policy will result in a minimum of *Probation 2* status. *Probation 1* is assigned for the duration of four weeks, followed by eight weeks on a lower status. Students on *Probation 1* status:
  - Will receive a \$100 fine that will be added to his/her student account (campus/community restitution will not be an option).
  - Will receive additional sanctions and/or restrictions, which may extend from four to sixteen weeks.
- **Probation 2** is a written warning stating that further violation of campus policies and/or community standards may result in *Suspension or Dismissal* from the college. In addition, sanctions may be applied. Probation 2 is assigned for the duration of eight weeks, followed by eight weeks of a lower status, at the discretion of the Conduct Committee. Students on *Probation 2* status:
  - Are subject to a housing review.
  - May not represent the college in any official capacity, including ministry teams and performance groups, nor may they hold any campus leadership position.
  - Will receive a \$250 fine that will be added to his/her student account (campus / community restitution will not be an option).
  - May be required to notify their parents in the presence of their residence director about being placed on *Probation 2* status if they are classified as dependent students.
- **Probation 3** is a written warning stating that further violation of any campus policies and/or community standards will result in Suspension or Dismissal from the college. This is usually written in conjunction with more serious disciplinary actions or as a result of a cluster of inappropriate behaviors. Probation 3 is for the duration of sixteen weeks, followed by sixteen weeks on a lesser status. Students on Probation 3 status:
  - Are subject to a housing review.
  - Are not allowed to represent the College in any official capacity, including ministry teams and performance groups, nor hold any campus leadership position.
  - Will receive a \$500 fine that will be added to his/her student account (campus/community restitution will not be an option).

- Will be required to notify their parents in the presence of their residence director about being placed on Probation 3 status if they are classified as dependent students.
- **Withdrawal:** A student may be permitted to withdraw from the college without the privilege of return until a time specified by the Director of Student Development. The Student Life office will notify parents of dependent students. If withdrawal occurs before the end of the term, academic work is forfeited. The standard institutional policies, published in the Messenger College Catalog, will be applied for any applicable refund of tuition, fees and room and board.
  - In a conduct situation in which a student chooses to withdraw from the College prior to his/her Accountability Board meeting, that student will not be readmitted to the College without submitting to a hearing upon return.
  - When a student displays signs of mental disorder indicating the student may be a threat to harm himself/herself or others, the student's withdrawal from the college may be initiated by College administration.
- **Suspension:** *Suspension* refers to involuntary, complete separation of the student from the College for a specified length of time, which may include the current semester and/or the following semester(s) (Immediate/Delayed). Suspension is typically for the duration of one semester, which is sixteen weeks, followed by one semester of sixteen weeks of Probation 2 status upon approved re-admission. Parents of dependent students will be notified by the Student Development Office. If Suspension occurs before the end of the term, academic work is forfeited. The student will receive a "W" in their enrolled courses, not yet completed. The standard institutional policies will be applied for the refund of tuition, fees and room and board. Students on Suspension status are not allowed to be on College property or in attendance at College-sponsored events until they are either officially readmitted as students or have received written permission from the Director of Student Development. Those violating this provision may be charged with trespassing.
- **Dismissal:** Dismissal means that the student is permanently separated from the college with an appropriate notation of the reasons for such termination being placed in the student's file. If Dismissal occurs before the end of the term, academic work is forfeited. The standard institutional policies will be applied for the refund of tuition, fees and room and board. Parents of dependent students will be notified by the Student Development Office. Students on Dismissal status are not allowed to be on College property or in attendance at College-sponsored events. Those violating this provision may be charged with trespassing.

#### **Conduct Sanctions:**

- **Alcohol/Drug Assessment and Treatment Programs:** Consequences for the use of illegal drugs and/or alcohol may include mandatory participation (at the student's own expense) in programs for assessment, treatment and rehabilitation, at the discretion of the Student Life Accountability Board. Parents or legal guardians of underage students will be notified by or in the presence of a member of the Student Life staff when drinking and/or illegal substances have been used.
- **Community Service/Campus Restitution:** Although this consequence can be given by itself for some first offenses, it is given in combination with other consequences much of the time. The hours of service can be carried out with departments on campus, or may be served off-campus if the Accountability Board or Panel deems this appropriate.

- **Counseling:** A counseling assessment required as part of disciplinary sanctions may be obtained on or off-campus at the student's expense. A list of Christian professional counselors is kept by the Student Development Office.
- **Drug Screen:** Students violating college standards related to illegal substances may be subject to supervised, random drug tests at a medical facility over a given period of time. The student will be solely responsible for the costs of the drug screening.
- **Fines:** Appropriate fines may be determined by any of the college's accountability boards or panels or Student Life personnel. Fines must be paid by the appointed due date. If payment is not paid in full by the appointed time, then an additional violation—"Failure to Comply with Sanctions"—will be added.
- **Housing Review:** A Housing Review is a formal evaluation of a student's room assignment or the student's status as an off-campus student. The student's Residence Director, in consultation with the Conduct Committee will conduct the Housing Review. As a result of a Housing Review, a student may be reassigned to a different room or floor or may be required to move back on campus. Students on Community Alert, Probationary Alert, and Behavioral Probation or Provisional Continuance status may receive a housing review to encourage positive development.
- **Research and Writing Assignments:** To assist in the student's rehabilitation and restoration, the student may be required to read relevant books and/or conduct research into the literature related to the student's violation and/or the potential legal, spiritual and ethical consequences of the violation. These assignments may require written and/or oral reports.
- **Limitation of Privileges:** Limited curfew, restricted checkout, restricted to campus for a specific period of time and not participating in hall visitation are some examples of sanctions in this category.
- **Substance Abuse Assessment:** This is a professional assessment of the extent of, and underlying issues relating to, the student's use of alcohol, tobacco or illegal substances. The assessment is conducted by a Christian licensed professional counselor and is reported to the Student Life Office. The cost of the assessment is the responsibility of the student. The student must agree to comply with whatever treatment is recommended as a result of the assessment, including further counseling.
- **Mentoring:** A student may be required to participate in mentoring with a faculty or staff member. Typically there is an expectation of meeting hourly, at least once per week during the semester, with the student's progress being documented in a Mentoring Report completed by the faculty or staff mentors.

# Community Charge Form

Students who fail to submit a maintenance request form two weeks prior to the end of the block check out dates will be charge for the broken or damaged items within their apartment upon checkout.

## Kitchen

<u>Furnishings</u>	<u>Charges</u>
Refrigerator/Freezer	(\$400)
Stove/Oven	(\$400)
Sink	(\$125)
Garbage Disposal	(\$100)
Dishwasher	(\$400)
Drawers/Cupboards	(\$150)
Light Fixtures	(\$60)
Walls	(\$50 min./wall)
Ceiling	(\$50)
Floor	(\$200)
Outlets	(\$50 ea.)

## Bedroom

<u>Furnishings</u>	<u>Charges</u>
Bed Frame	(\$200)
Mattress	(\$125)
Window Glass	(\$100)
Window Screen	(\$100)
Blinds	(\$100)
Walls	(\$50 min./wall)
Ceiling	(\$50)
Floor	(\$200)
Closet & Closet Door	(\$250)
Dresser	(\$250)
Nightstand	(\$175)
Light Fixture	(\$60)
Outlets	(\$50 ea)
Door	(\$200)
Ceiling Fan	(\$150)

## **Bathroom**

<b><u>Furnishings</u></b>	<b><u>Charges</u></b>
Shower/Tub	(\$200)
Floor	(\$200)
Walls	(\$50 min./wall)
Ceiling	(\$50)
Sink	(\$125)
Toilet	(\$100)
Mirror	(\$75)
Cabinet under sink	(\$150)
Outlet	(\$50 ea)
Toilet Paper Hanger	(\$25)
Towel Rack	(\$25)
Cabinet over toilet	(\$100)
Light fixture	(\$60)
Door	(\$200)
Window Glass	(\$100)
Window Screen	(\$100)

## **Hallway**

<b><u>Furnishings</u></b>	<b><u>Charges</u></b>
Floor	(\$200)
Small closet & door	(\$200)
Large closet & door	(\$250)
Smoke detector	(\$100)
Thermostat	(\$100)
Light Fixture	(\$60)

## **Living room/Dining Room**

<b><u>Furnishings</u></b>	<b><u>Charges</u></b>
Window Glass	(\$100)
Window Screen	(\$100)
Blinds	(\$100)
Dining Table	(\$300)
Chairs (4)	(\$100/chair)
Desk	(\$300)
Sofas	(\$400)
Coffee Table	(\$200)
Outlets	(\$50 ea)
Walls	(\$50 min./wall)
Ceiling	(\$50)
Light fixtures	(\$60)
Floor	(\$200)